

The Albion Foundation

Extra-Time Coordinator – Job Description



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Job Title:	Extra-Time Coordinator
Reports to:	Behaviour Change Manager
Contract Term:	12-month Fixed Term Contract (Minimal Annual Leave to be taken during Term Time)
Salary Band:	£20,000-£23,999
Salary:	
Job Purpose	
To co-ordinate the Foundation’s Extra-Time project, delivering a mentoring programme to young people (aged 13 to 18 years) who are / at risk of being involved in violence and / or criminal activity. To sustain and develop positive relationships with external partners such as West Midlands Police, schools and Pupil Referral Units.	
Key Duties	
<p>To co-ordinate, the Albion Foundation’s Extra-Time project.</p> <p>The key responsibilities of the post are:</p> <ul style="list-style-type: none"> • Plan, develop and deliver a mentoring programme that is engaging and produce Personal Development Plans (PDPs) for all young people to monitor their progress throughout the programme. • Mentor young people on a one-to-one or small group basis to provide opportunities for personal development and positive behaviour change. • Develop strong and sustainable relationships with targeted young people, families, schools and other professionals in order to provide personalised support. • Manage the referral process of young people into the programme. • Ensure all provision is delivered in a safe environment and all safeguarding and health and safety regulations are adhered to and reported. • Plan, develop and deliver additional activities that add value to the programme. • Work closely with the Targeted Co-ordinator to ensure connectivity with the Kicks Targeted programme. • Ensure monitoring systems and processes such as VIEWS are kept up-to-date and accurate. • Evaluate the impact of the programme by producing case studies and impact reports. • Positively and proactively promote The Albion Foundation using a variety of media outlets. • Any other duties deemed appropriate by your line manager. • Support the Kicks programme one evening per week. 	

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Extra-Time Coordinator – Person Specification



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Qualifications	Essential	Desirable	Measured
A-Levels or equivalent		✓	Application
5 GCSEs at grade C or above including Maths and English	✓		Application
Mentoring qualification or equivalent		✓	Application
Experience of working with young people involved in criminal activity / demonstrate challenging behaviour	✓		Application/interview
Knowledge			
Understanding of safeguarding and health and safety requirements	✓		Interview
Understanding of children and family services in Sandwell	✓		Interview
Understanding of criminal exploitation	✓		Interview
Skills			
Able to develop and sustain relationships and communicate effectively with a range of professionals	✓		Application/interview
Able to work in both a team and independently	✓		Application/interview
Able to encourage, motivate and enthuse young people to participate especially those who have behavioural issues and or complex personal issues	✓		Application/interview
Ability to deliver sessions effectively	✓		Interview
Excellent organisational skills	✓		Interview
Basic IT skills to include Microsoft Office products	✓		Application/interview
Experience			
A minimum of 2 years' experience working with young people in various settings	✓		Application/interview

Commitment to development and willingness to undertake training where necessary	✓		Application/interview
Producing reports that demonstrate impact e.g. case studies and impact reports		✓	Interview
Attending and contributing to professional meetings such as CIN, PEP		✓	Interview
Personal			
Striving to achieve 'The Albion Foundation's Core Values'	✓		Application/interview
In date DBS	✓		