

The Albion Foundation

Job Description — Youth Engagement Coordinator

Grade	Grade 2	Salary	£31,500	Band: £27,000 – £35,000
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Section 1 — Role Identity

Job Title	Youth Engagement Coordinator	Grade	2.2
Reporting To	Community Engagement Manager	Department / Programme Area	Go Local - Community
Location / Sites	Ray Hall Lane/ Outreach Venues	Contract Type	Fixed-Term
Hours per Week	37.5	Date of Job Description Review	1st July 2026
Typical weekly delivery hours	20 – 28 hours		

Section 2 — Role Purpose

To coordinate, design and deliver inclusive youth engagement programmes that empower young people to develop the skills, confidence and resilience needed to achieve their potential. The role will focus on increasing participation, creating safe and supportive environments, reducing barriers to opportunity and inspiring young people to make positive life choices.

The Youth Engagement Coordinator will work collaboratively with schools, families, partners, stakeholders and local communities to develop needs-led interventions that respond to the challenges young people face. They will be responsible for overseeing programme delivery, building meaningful relationships with participants, monitoring outcomes and ensuring activities are engaging, accessible and impactful. The role will also contribute to the strategic development of youth engagement initiatives, helping to strengthen pathways that support young people into education, training, employment, volunteering and wider community opportunities.

Section 3 — Key Responsibilities

1.	Coordinate and deliver youth engagement programmes across community settings, community venues, partner sites and schools. Support and lead the planning and implementation of targeted interventions that promote physical activity, mental wellbeing and healthy lifestyles. Ensure sessions are well-organised, accessible and responsive to participant needs.
2.	Engage individuals and communities to encourage participation in health and wellbeing activities. Provide appropriate signposting and support to services that address wider health, social or lifestyle needs. Build positive, trusted relationships with participants to support sustained engagement.
3.	Manages a team of staff, volunteers and students within the programme area, providing day-to-day direction, support and quality assurance.
4.	Work collaboratively with schools, local authorities, health services and community organisations to deliver joined-up provision. Support referral pathways into and out of programmes to maximise impact. Contribute to multi-agency approaches to improving community health outcomes.
5.	Maintain participation records, outcomes and impact data across all activities. Support evaluation processes and contribute to reporting on programme effectiveness. Use insight to inform continuous improvement of delivery and contribute to funder reports.
6.	Understands the programme budget and manages equipment for themselves & the team and resources within agreed parameters, reporting to the line manager on a regular basis.
7.	Builds and maintains relationships with community venues, partners and statutory bodies relevant to the programme area, representing TAF professionally.
8.	Contributes to the recruitment, induction and development of coaches and volunteers in the programme area, supporting a strong team culture.
9.	Support the development of new ideas to enhance youth engagement provision. Contribute to team planning, service development and innovation. Share learning from delivery to improve programme quality and impact.
10.	Support promotion of programmes through community outreach and engagement activities. Encourage awareness of opportunities across local communities. Contribute to inclusive messaging that increases participation and reach.

All Albion Foundation Staff — Generic Responsibilities

- Always promote a positive and professional image, including appearance and punctuality.
- Understand The Albion Foundation's departments and projects and encourage additional participation.
- Attend performance reviews, staff meetings and training as requested.
- Any other duties deemed appropriate by line manager or equivalent. Where additional duties become a permanent and significant feature of the role, a job description review should be requested.
- Demonstrate and uphold TAF's values, adhering to the Staff Code of Conduct.
- Conform to TAF's Safeguarding policy, demonstrating a commitment to safeguarding and the welfare of all young people and vulnerable adults.
- Conform to TAF's Equality and Diversity policy and champion improvements.
- Attend and participate in INSET/training days and continually commit to building personal Continual Professional Development.

Section 4 — Scope and Accountability

4a — Line Management Responsibility

Number of direct reports	Scope of up to 3 contracted staff Scope of up to 3 students, 0-hour or volunteers
Roles managed (job titles)	Community Engagement Coaches
Includes formal performance management? (Y/N)	Yes

4b — Budget Accountability

Budget held (£ approx.)	£200,000+
Managed independently or with oversight?	Contributes to budget with oversight

4c — Programme and Audience Reach

Programme(s) co-ordinated	Premier League Kicks, Cyrille Regis Legacy Trust/Strike A Change, Police Crime Commissioner/Inside Out – and other funded programmes within the youth space
Sites / locations	Sandwell
Audience types	Range of demographics including those from disadvantaged backgrounds, health inequalities, ethnic minorities

Section 5 — Person Specification

Area	Essential	Desirable
Qualifications & Licences	Level 3 qualification (or equivalent) in Youth Work, Sport, Education, Community Development, Health & Wellbeing, Social Care or a related field. Enhanced DBS First Aid qualification Safeguarding Children & Adults Level 3	JNC Youth Work Qualification Level 2 Mental Health First Aid Degree-level or equivalent
Experience	Experience leading and delivering programmes aimed at engaging young people. Experience planning and delivering engaging group activities, interventions and workshops. Experience building positive relationships with young people from a range of backgrounds.	Experience working with young people who may be disengaged from education, at risk of exclusion, involved in anti-social behaviour or facing social/emotional challenges. Experience supervising staff, volunteers or placement students.

Area	Essential	Desirable
	Experience working with diverse communities and underrepresented groups. Experience managing participant caseloads and maintaining accurate records. Experience working towards programme KPIs and outcomes. Experience organising community sessions, workshops or events.	Experience supporting progression pathways into education, training, employment or volunteering. Experience working with funded programmes and meeting KPI or reporting requirements.
Knowledge	Knowledge of the barriers that can affect young people's participation, engagement and wellbeing. Knowledge of behaviour change principles. Understanding of safeguarding responsibilities. Knowledge of local priorities and community services. Understanding of monitoring, evaluation and impact reporting. Understanding of safeguarding and child protection. Awareness of health and safety requirements relevant to role.	Knowledge of evaluation and impact measurement. Understanding of funding environments in the sector. Knowledge of referral systems in place for young people.
Skills	Excellent communication and interpersonal skills. Ability to build positive relationships with participants and partners. Strong organisational and time management skills. Ability to motivate and engage individuals from a range of backgrounds. Ability to work independently and as part of a team. Ability to analyse participant data and produce reports. Strong problem-solving and decision-making skills. Confident in building and maintaining external relationships.	Facilitation and workshop-delivery skills. Conflict resolution and de-escalation skills. Excellent programme management and reporting skills.
Personal Attributes	Passionate about improving young people's lives. Resilient, adaptable and solution focused. Lives by TAF values. Collaborative — works effectively with staff, volunteers and partners.	Strong understanding of the local community and the challenges/opportunities for young people in Sandwell. Interest in sport, physical activity, mentoring, youth leadership or community development.

Area	Essential	Desirable
	Committed to equality, diversity and inclusion.	

Section 6 — TAF Values

All TAF staff demonstrate the four values. At Co-ordinator level, values are visible across the programme team — this role sets the tone for how the team works together and engages with the community.

TAF Value	Observable Behaviours — universal across all grades and roles
Show Integrity "Do the right thing"	- Always tries to do the right thing by others and the organisation - Can be relied upon to do their best work when not supervised - Transparent and honest — does not cover up mistakes
Go Above and Beyond "Get it done"	- Has a can-do attitude; does not wait to be asked - Will do what it takes to get the job done - Goes the extra mile consistently, not just occasionally
Find a Better Way "Find solutions"	- Has a growth mindset — open to change and new approaches - Invests in their own learning and CPD proactively - Brings solutions rather than just problems
Inspire to Achieve "Make things better"	- Brings energy to the organisation on a daily basis - Finds the spark in others and motivates them to achieve more - Inspires participants, colleagues or community to believe in themselves