



<b>Job Title:</b>	<b>Children &amp; Young People's Co-ordinator</b>
<b>Salary:</b>	<b>£26,306 to £27,931 depending upon experience</b>
<b>Location:</b>	<b>BLGC Sites and Home Working</b>
<b>Reports to:</b>	<b>Service Manager, Targeted Youth Services</b>
<b>Contract:</b>	<b>Permanent</b>
<b>Hours:</b>	<b>35 Hours per week</b>

## The Charity

Bolton Lads and Girls Club (BLGC) is a community-based charity driven by a mission to ensure that every child and young person in Bolton has 'the best possible start in life, so that they have every chance to achieve their aspirations, succeed and be happy' (Bolton Vision 2030). BLGC provides innovative and accessible services, to enable children and young people to do what they want, where they want, in an inclusive and integrated environment.

We support children and young people and families, especially those from disadvantaged backgrounds, to live happier, healthier and safer lives. Each year we support around 4,500 individuals through our services across Bolton and the surrounding area, and through our outreach in schools and community settings.

Our offer includes: A Universal Youth Provision providing diverse youth club activities, sports, multi-media, social interaction and arts; a Targeted Youth Service providing critical support to some of our most vulnerable children and young people and families in the community; a Football facility that provides fundamental football skills and emphasises the importance of inclusivity and teamwork; an Education provision providing an alternative curriculum for children and young people who benefit from creative and practical approaches to learning in a supportive and nurturing environment.

## Our Vision and Mission

### Vision

Every young person in Bolton has the opportunity to be the best they can be.

BLGC Enriching Young Lives

Infinity 18 Spa Road Bolton BL1 4AG

01204 540100 | [info@blgc.co.uk](mailto:info@blgc.co.uk) | [blgc.co.uk](http://blgc.co.uk)

Registered Charity No: 1051292



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## Mission

We will provide great places to go, positive things to do, and people that care.

## Our Key Principles

- Keep things simple.
- Always do the right thing.
- Offer excellent customer service.
- Provide an environment for people to be the best they can be.
- Be exceptional in the moments that matter.

## Our Values

### Driven

We don't give up and we do whatever it takes.

### Empowering

We enable people to be the best they can be.

### Fun

If you enjoy what you do, you do it better! Work is serious and we do it with a smile on our face.

### Caring

Genuine people who care make the difference.

### Excellence

We aim to deliver the highest standards of service and continuously improve through robust quality assurance and innovation.

## About the role

You will be energetic, solution focused and creative to ensure the best outcomes for children and young people on our Mentoring Service. Coordinating a caseload of young people who have been referred for a range of reasons, you will be responsible for ensuring children and young people get the most out of their mentoring experience. You will manage a caseload of young people, working directly with them on a 1:1 basis with the specific intervention required to be tailored to what each individual child needs. Where appropriate for the support of young people, you will work as part of a team organising group activities and interventions.

A good communicator with excellent interpersonal skills is needed to engage and negotiate with children, young people and their families. Attending a variety of professional meetings is key to the role, to best understand how to support young people in building their self-esteem, self-confidence and resilience and to raise their aspirations. Where appropriate to enable young people to achieve their goals and maintain their progress, the role will involve advising, guiding and coaching parents carers.

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Meeting targets as outlined by funders is a crucial element of the role and for ensuring the quality of support children/young people receive to achieve positive outcomes.

This role requires a flexible working pattern, and you will be expected to work evenings and occasional weekends. You will also be expected to travel to different venues/locations.

### **Main Responsibilities**

- To offer direct support and interventions to young people to assist them in reaching their identified goals.
- To attend professional meetings and work with other relevant agencies to keep young people safe, thrive and work towards their aspirations.
- To complete all necessary assessments prior to match and ongoing assessment tools to measure outcomes, impact and capture young person's views wishes and feelings.
- To use assessments to develop an action plan to implement relevant interventions to assist young people to achieve their self-identified goals.
- To record work using case management database.
- To work with and support children/young people from diverse backgrounds focusing on building self-esteem, self-confidence and resilience using a trauma informed approach.
- Work alongside colleagues across BLGC to ensure young people can access the opportunities the organisation has to offer.
- To signpost young people to other agencies and create exit plans that provide supportive pathways once they have left the service when necessary.
- Advise, guide and coach parents / carers where this benefits the young person to achieve their goals.
- Signpost and refer parents / carers to other agencies where family support needs are identified.
- To write quality case studies and good news stories that demonstrate the impact of the work.
- Ensure that you follow safe practice, manage risk and constantly review your casework.
- To actively take part in reflective supervision and performance reviews.
- To keep children and young people safe in line with safeguarding policies and local authority arrangements around safeguarding.
- To understand and adhere to policies and procedures at all times, with particular emphasis on equal opportunities, health and safety and safeguarding.
- To undertake any other work requested by your line manager.

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## PERSON SPECIFICATION

		Essential ✓	Desirable ✓	Method of assessment ✓
<b>Qualifications</b>				
	A minimum of GCSEs in Maths and English grade C or above	✓		A
	Qualifications in related field: Degree in Youth & community Work; Child Development; Social Sciences; Social Worker Degree/ qualification		✓	A
<b>Experience</b>				
	A minimum of 3 years' experience of direct work with children and young people	✓		A
	Experience of making assessments on risk and the needs of children/young people	✓		A
	Experience of engaging children and young people from a variety of backgrounds.	✓		A
	Experience of planning and delivering activities and programmes of work that enable children/young people to achieve set outcomes	✓		A
	Experience of partnership working with other agencies to promote the best outcomes for children and young people	✓		A
	Experience of working with young people where there is an open Early Help		✓	A/I
	Experience of being the Lead Professional for Early Help		✓	A/I
	Experience of offering low level support for parents / carers			
<b>Knowledge and Skills</b>				
	Excellent interpersonal communication and relationship building skills	✓		I
	Ability to work on own initiative, prioritising and working to deadlines and work under pressure at times	✓		A
	Ability to write reports and accurate case notes	✓		A
	Working knowledge of safeguarding and child protection	✓		I
	Proficient IT skills	✓		A
	Knowledge of Children's Rights		✓	I
<b>Personal Attributes</b>				
	Non-judgmental and empathic attitude	✓		I
	Positive attitude and self-motivated	✓		I
	Resilient and solutions focused	✓		I
	Good home internet access and work-space	✓		A
	Full Driving license and use of vehicle	✓		A

### Method of Assessment Key:

- A Application Form  
I Interview

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