

**School Engagement Officer**

<b>Job title</b>	School Engagement Officer	<b>Salary:</b>	£11.05 per Hour
<b>Reporting to:</b>	School and Community Engagement Lead	<b>Holidays:</b>	33 pro rata days including bank holidays
		<b>Hours:</b>	15 hours per week across 3 days Monday 10 am – 3 pm Tuesday 10 am - 3 pm Wednesday 1 pm – 6 pm

**Location:** Legacy, Croydon Youth Zone, 125 Whitehorse Road, Croydon. CR0 2LG

**The Person:** Legacy Youth Zone is recruiting a creative, organised, and passionate person to support on a new 3-year funded project working with schools to support young people to access targeted, universal, and mentoring projects at Legacy Youth Zone. You will need to understand the needs of young people in Croydon. You will have experience in mentoring and supporting a tailored programme that will support young people who are at risk of exclusion, expulsion, and social isolation access to Legacy Youth Zone through a referral programme.

To work at Legacy, all applicants must be over the age of 18. To work with our senior members who are aged 13+, applicants must be over the age of 21.

**Key Relationships:** Delivery Management Team, School and Community Engagement Lead, Sessional Youth Workers, Mentoring Lead, Onside, External Stakeholders, Young People and Parents, Schools and Pastoral Care Teams, and other community organisations.

**Key dates:** **Closing date –**

To apply, please complete an application form, which can be found on our website. Your completed form should be sent by email to Legacy Youth Zone's recruitment team: [recruitment@legacyyouthzone.org](mailto:recruitment@legacyyouthzone.org)

**Job Purpose:**

The School Engagement Officer will assist in bridging the gap between vulnerable young people in schools being able to access Legacy and wider community activities. As the support and mentoring officer, you will work closely with the School Engagement Lead and the Mentoring Lead to mentor young people, identify vulnerable young people and work with the mentoring Lead to mentor at Legacy Youth Zone through a clear and thorough referral process. You will also assist with school assemblies and support the engagement programme with the administration as we work alongside Reedham Children's Trust who are funding the project.

## Context of the post:

Youth Zones are amazing places: accessible, vibrant, welcoming, fun, caring and safe are just some of the words used by young people. Legacy's state-of-the-art £6.5 million building opened on Whitehorse Road, Croydon in Summer 2019 and is no different. Centrally located, it is dedicated to young people and makes a bold statement about the importance of giving young people high-quality places to go in their leisure time.

Legacy has big ambitions to be a flagship for quality youth provision and joins the growing On Side network becoming the 13th youth zone in the network and the 3rd in London. Open 7 days a week, at weekends and during school holidays, the Youth Zone's purpose is to help young people grow to be happy, healthy, and successful adults. Youth Zones provide young people with access to a range of activities, all offering the opportunity to try new things, meet new friends and gain support from friendly, engaging, and positive staff and volunteers.

The facilities include a 3G pitch, a gym, a sports hall and recreation area, and dance, arts, music and media suites seven days a week, and facilities equipped for a wide range of sporting, artistic, cultural and general recreational activities and targeted services.

Throughout the last few years, young people have been impacted by the pandemic with many young people only beginning to display the effects this has had on them. Legacy Youth Zone is committed to supporting young people's health, physical and mental well-being.

To access a Youth Zone for young people aged 8 – 19 (or 25 with additional needs), simply pay £5 per year membership and 50p per visit.

Find out more by watching ....

<https://www.youtube.com/watch?v=Yb18h1TPRNE>

<https://www.youtube.com/watch?v=Q3fFHKXV7ZQ>

<https://www.youtube.com/watch?v=sZCMoDYeFTQ>

.....it might just change your life!

## Duties and Responsibilities - General

- Be a role model for young people and present a positive "can do" attitude
- Take personal responsibility for own actions
- Commit to a culture of continuous improvement
- Work within the performance framework of Legacy Youth Zone and OnSide
- Comply with all policies and procedures, with particular reference to Safeguarding, Code of Conduct, Health and Safety, Equal Opportunities and Diversity to ensure all activities and programmes are accessible
- Represent Legacy Youth Zone positively and effectively in all dealings with internal colleagues, and external partners and represent Legacy professionally
- To be alert to issues of safeguarding and child protection, ensuring the welfare and that the safety of Youth Zone members is promoted and safeguarded. and to report any child protection concerns to the designated Child Protection Officers

- To assist with any promotional activities and visits that take place at the Youth Zone
- To actively promote the Youth Zone and positively contribute towards increasing Youth Zone membership by being an advocate for the work we do
- To be an active member of the team and operate in line with the values and principles of Legacy Youth Zone.

## **Duties and Responsibilities – Detailed**

- Work closely with the Mentoring Lead and the School and Community Engagement Lead to deliver a referral and mentoring programme for young people
- To support on School and Community Engagement project with administrative responsibilities as well as supporting school assemblies
- With support from the School and Community Engagement Lead, manage the database of schools, young people and partner organisations
- Support with all back-office administration including marketing material, calls, emails, letters etc
- With both the Mentoring and School Lead, manage mentoring pathway referrals
- Prepare and document Targeted/action plans and timetables for young people referred to the project.
- Support with the delivery of school engagement projects at schools and on site at Legacy Youth Zone
- Support on the referral process of young people from schools
- To work with children and young people to develop their social skills and build their confidence by designing and delivering programmes of activities and services tailored to young people's individual needs
- To respond to the needs of the young people through mentoring and mentoring opportunities
- To work flexibly to ensure the needs of the young people are met, including disadvantaged children and young people and those with disabilities or additional needs
- Recognise young people's achievements and milestones met throughout the project
- To maintain a comprehensive and detailed up-to-date log of young people being referred and mentored
- To support the Youth Zone promotional plan and work in the community to attract young people who are at risk of exclusion, expulsion, and social isolation
- To network with local appropriate groups and community providers and other partner organisations to develop joint opportunities for young people
- Carry out any other reasonable duties as requested by management including working and supporting Youth Zone events.

### Person Specification

<b>Selection Criteria*</b> A = Application Form I = Interview T = Test/Personality Profile	<b>Essential or Desirable</b>	<b>Method of Assessment</b>
<b>Experience</b>		
Experience of working with schools and community partners to deliver a shared values-driven outcome for young people	Essential	A & I
Extensive experience in delivering face-to-face programmes to young people in line with relevant guidance and good practice	Essential	A & I
Proven experience in working with young people aged 8 to 19 (25 with disabilities) in a range of settings	Essential	A & I
Proven experience of engaging vulnerable, disengaged, or hard-to-reach young people	Essential	A & I
Experience in youth work	Essential	A & I
Experience of monitoring and evaluation processes	Desirable	A & I
Experience of planning a programme of activities and courses	Desirable	A & I
Experience of working within funded programmes	Desirable	A & I
Experience of working with parents/carers and young people to co-design	Desirable	A & I
<b>Educational / Vocational Qualifications</b>		
A relevant qualification in youth work	Desirable	A
<b>Skills</b>		
Computer and IT literate in Office 365	Essential	A
Excellent communication skills to deliver activity programmes to a wide range of young people	Essential	A & I
Ability to motivate and engage staff, volunteers and young people through projects	Essential	A & I
Strong commitment to young people and ability to engage and build positive relationships with disengaged young people	Essential	A & I
Ability to coach and develop groups of vulnerable young people	Essential	A & I
Ability to manage and organise several tasks at a time	Desirable	A & I
Ability to take initiative as part of a team	Essential	A & I
<b>Knowledge</b>		
Knowledge of the issues affecting young people and an ability to work with challenging behaviour and complex	Essential	A & I

needs		
Special Requirements		
A willingness to work unsociable hours when required	Essential	A & I
DBS clearance and committed to Safeguarding children	Essential	A & I
The ability and willingness to travel to meetings and events both in the region and beyond	Essential	A & I
Personal Qualities		
Positive attitude and enthusiastic	Essential	A & I
Punctual and reliable	Essential	A & I
A willingness to go above and beyond to support Legacy Youth Zone and its offer to young people and the community to ensure we continue to offer an efficient and effective service	Essential	A & I

\*Selection criteria for guidance only, alternative methods may be used to assist the selection process

**Legacy Youth Zone are committed to safeguarding and promoting the welfare of children, young people and vulnerable groups. This post is subject to an enhanced DBS check.**

**The strength of the OnSide Network of Youth Zones is the diversity of its people; we place huge value on different people doing things in different ways. The one thing we all have in common is our desire to raise the aspirations of young people across the country.**



**YOUNG PEOPLE FIRST**

Young people are at the heart of everything we do, inspiring and challenging us to deliver services that exceed their needs and challenge them to be the best they can be.

**EXCELLENCE**

We encourage ourselves and each other to be best we can be through continuous learning and improvement, and a focus on finding solutions.





**RESPECT**

We act with honesty and integrity, celebrating diversity across the whole organisation and caring about each other, our young people and the Youth Zone environment.



**AMBITIOUS**

We are passionate and driven in taking on new challenges, embracing new ideas, and exceeding our ambitions for young people, the Youth Zones and our local communities.

**COLLABORATIVE**

We will create and nurture strong, creative partnerships, working together to achieve better results and outcomes for young people.

