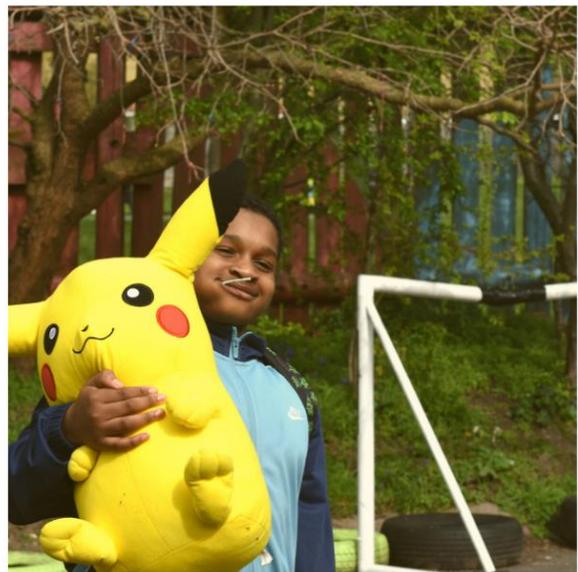




# Youth Project Coordinator

**JOB PACK**

**October 2023**



## About Hackney Play Association

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Hackney Play Association was founded in 1972 to campaign for improved play provision for children and young people in the London Borough of Hackney and was registered as a charity in 1977.

Hackney Play Association is in its 50<sup>th</sup> year and our ambition is to continue delivering play and youth services and advocating for children and young people's right to play for generations to come.

Our goal is to improve children and young people's health, well-being and quality of life, through play.

Hackney Play Association's (HPA) aim is to make Hackney a great place for play - particularly for children facing barriers due to poverty, disability, gender and race.

Our aims are to: -

- Create better play opportunities for children and young people
- Support play provisions in Hackney, including adventure playgrounds, play streets, play in schools, and play in the parks and public spaces
- Increase public support for play and reduce barriers to play
- Support development of a Child-Friendly Borough.

We provide:

- Free after school, holiday and youth clubs for children and young people at Homerton Grove Adventure Playground, Pearson Street Adventure Playground and Clapton Park
- Training and qualification courses in playwork and related skills for staff, volunteers, trustees and young people
- Information and advice on all aspects of play provision and facilitate a play forum of other providers in the London Borough of Hackney
- Advocacy for quality play and play provision
- Support for disabled children to participate in play provision.

## About the Youth Project

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Hackney Play Association recently received funding from Hackney Council VSC Grants (Children and Young People) to deliver two weekly youth sessions (term time only) with a mental health theme for one academic year.

This project will offer a safe space at each of our playgrounds for young people to feel supported, empowered and at the centre of a youth session that promotes mental health and wellbeing.

The youth sessions, for young people aged 10-16 years, will be hosted at Pearson Street (Good for Boys Session) and Homerton Grove adventure playground (Too Blessed to be Stressed).

Both the sessions will put young people at the centre as they will be empowered to deliver components of the sessions (e.g., leading discussions, ice-breaking games, cooking)

The sessions will offer a blend of discussion, information, awareness raising and activities that complement the priorities of the grants programme:-

- **Promoting Prosperity** - through discussions and sharing information young people can explore what opportunities are available to them locally or/and wider. There could also be opportunities to invite external professionals (who may previously have attended the playgrounds) who can share how they have succeeded in life and the impact the playground had on them.
- **Promoting Wellbeing** - through the activities offered (e.g., arts, physical activity) and having the freedom of the outdoor space. The groups discussions will also reinforce mental wellbeing.
- **Positive Action** - when issues arise and further action is needed young people can be signposted to key services that support their mental health (e.g., Kooth) or/and we can invite external agencies/organisations to support key discussion topics (e.g., sleep hygiene) that will come up.

The key purpose of the role is to co-plan and co-deliver the programme, with young people, in line with the Hackney Council VSC Grants (Children and Young People) requirements.

**Deadline for application - Friday 27<sup>th</sup> October**  
**Interviews - w/o 30<sup>th</sup> October**

If you have any queries about the role, please email:-

Kay O'Brien (HPA Director)

[kay@hackneyplay.org](mailto:kay@hackneyplay.org)

Please email your completed application to Kay or post to  
Homerton Grove Adventure Playground, Wardle Street, E9 6BX

Please [Click Here](#) to download the application or visit [www.hackneyplay.org](http://www.hackneyplay.org)

## **JOB DESCRIPTION**

**Post Title:** HPA Youth Project Coordinator  
**Responsible to:** CEO of Hackney Play Association  
**Salary:** £16.33 per hour

**Hours:** Term time only (12 hours a week):

- Two evening a week, 5pm-7pm (youth sessions) - TBC
- Odd Saturday in line with project deliverables
- Planning, preparation, and project outreach hours timings are flexible

**Other Hours** - the postholder may be offered additional hours to work on other services delivered by HPA (e.g., after school, Saturdays or during school holidays)

### **Annual Leave:**

- You are entitled to 28 days (pro rata) a year.
- Annual leave can only be taken during the school holidays as the role is term time only.

**Probation:** There will be a three-month probationary period and this a fixed term contract until the end of July 2024

**Location:** The post holder will share their time between Pearson Street Adventure Playground, Pearson Street, London, E2 8JD and Homerton Grove Adventure Playground, Wardle Street, E9 6BX.

### **Objectives of the post**

- 1) To manage and deliver HPA's Youth Sessions (Boys groups at Pearson Street Adventure Playground and Too Blessed to be stressed at Homerton Grove Adventure Playground)
- 2) To be the senior staff member in charge of the youth sessions (relating to the project) at Pearson Street and at Homerton Grove and lead regular project team meetings
- 3) To ensure that the agreed policies and procedures of the organisation are put into practice in order that legal, regulatory, health & safety, contractual and quality standards are met.
- 4) To ensure that monitoring requirements for Hackney Council and other funders are implemented, including keeping the IYSS database up to date, writing reports, liaising HPA Fundraiser/Project support worker who reports to the funding officer for this specific project.
- 5) To promote Hackney Play Association's wider offer when carrying out outreach promotional activities specific to the project.

## Specific Responsibilities

- 1) To manage the adventure playgrounds (during the youth session) including the site, the play building, resources, staff, and volunteers
- 2) To facilitate and support children and young people accessing the youth sessions and support, monitor and supervise others to do so.
- 4) To work closely with other HPA managers to co-ordinate activities and contribute to plans, reports and information required by trustees, funders and partner agencies.
- 5) To identify and implement new ideas activities and environmental modifications which respond to child/young person-initiated adaptations and incorporate input from colleagues so there is a changing, stimulating, and rich play/youth environment (in consultation with the senior playground managers)
- 6) To ensure that on-going risk benefit assessments are developed, and health and safety policy and procedures fully implemented to meet legal responsibilities whilst supporting children's own development of managing risk themselves.
- 7) To work closely with the Designated Safeguarding Leads at each playground and ensure that the safeguarding policy and procedures are implemented.
- 8) To organise and implement activities, trips, arrange visitors in line with the youth project funding requirements.
- 9) To ensure that a warm, welcoming and inclusive environment is provided where individuals are valued, and appropriate adaptations are made to maximise engagement with the sessions.
- 10) To ensure that the behaviour policy and procedures for this are implemented.
- 11) To ensure that daily written accounts are kept of children attending, incidents, operational issues and reflective playwork practice and to provide regular and timely reports in order to meet the monitoring requirements of funders.
- 12) To manage the project, resources, equipment and facilities ensuring safe, ethical and best value use is made and suitable approaches to storage and layout are applied.
- 13) To provide information about own personal availability for work, skills, training needs and potential conflict of interests or commitments in advance in order to support effective forward planning, reliable staffing rotas and assist with service management requirements.
- 14) To manage systems in order to ensure that all staff work professionally as part of a team, participating in individual and team reflective practice; supervision; appraisal; professional development; recording; reporting; and quality improvements as required.

- 16) To effectively manage Petty Cash for the project, and provide appropriate records of this to the finance officer on a monthly basis for the project
- 17) To identify potential partnerships and develop joint working arrangements with colleagues from relevant organisations - e.g., mouth that roars
- 18) To participate in and support Hackney Play Association projects and events as appropriate.
- 19) To be flexible with hours of work and to be available to work evenings, weekends, indoors and outdoors, in term time

## **PERSON SPECIFICATION**

The successful candidate will:

### **Essential**

- 1) Be enthusiastic and committed to improving opportunities for children and young people in Hackney.
- 2) Enjoy working outdoors in all weathers (not always outside as elements of the youth sessions of the project better suited indoors)
- 3) Have a positive and solution-focussed attitude and approach to the work and the organisation.
- 4) Demonstrate good knowledge and understanding of the role and responsibilities of a senior worker
- 5) Have substantial experience of working with children in more than one youth, play or similar setting.
- 6) Have undertaken relevant training in youth or playwork, (or similar) safeguarding, health and safety.
- 8) Have undertaken related professional development.
- 9) Have experience of managing and supporting staff and volunteers.
- 10) Have experience of managing projects, budgets, resources and services.
- 11) Have experience of participating and leading others to participate in reflective practice.
- 12) Be able to work independently, pro-actively, manage a team and use own initiative.
- 13) Be able to communicate effectively with children, colleagues, carers and other professionals.
- 14) Be able to use computers to store data, keep records, create reports and publicise services.
- 15) Demonstrate an awareness of and commitment to equality of opportunity.
- 16) Be willing to undertake training as required.

## **Desirable**

- 1) Hold a full and relevant Level 3 qualification or higher, e.g., Playwork, Youth work or similar.
- 2) Hold a current First Aid qualification.
- 3) Be able to drive.
- 4) Hold a certificate in Mental Health First Aid for young people (accredited by Mental Health First Aid England)

[www.hackneyplay.org](http://www.hackneyplay.org)

