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**Reach Up Youth SY-NC Area Hub Coordinator Role**

**Summary description of the Project**  

SY-NC aims to have:

* Fewer children and young people drawn into exploitation, gang/criminal behaviour and the criminal justice system
* A more confident and skilled community workforce, including a future focused new talent pipeline
* More resilient communities, with families and local workers well equipped and working closely together to increase the resilience of children and young people
* Effective partnership working across the public and VCF sector

**The Area Hub Co-ordinator role purpose is to:**

* **Work with members of the local community and projects, speak with community representatives, including councillors, VCS and statutory organisations, residents; parents, young people and children to:**
* Build effective partner relationships and collaborative working practices that are sustainable beyond the life of the programme.
* Lead on local stakeholder communications.
* Report to the Operational Group, Local Steering Group and Core SY-NC Team for Programme Compliance.
* Support/build new and innovative activities in communities.
* Provide a voice and improve access for marginalised and under-represented members of the local community.

* **Work with the Core Hub Team, Community Research Team, Operational Group and Local Steering Group to:**
* Support a range of local organisations, including smaller, ‘niche’ organisations to access SY-NC funding to deliver new projects and activities, which meet the needs of targeted groups in line with the programme aims and objectives.
* Ensure effective governance, quality, robust contract and financial management and monitoring of the programme.
* Increase SY-NC membership by encouraging delivery partners to join or actively contribute to the Operational Group, Local Steering Group and Think Tank.
* Provide and maintain effective communication about the Area Hub programme, partnership, projects and activities which will be publicised by the Central Hub Team through, but not restricted to website, social media, newsletter, e-mail, reports.

* **Represent the Area Hub Organisation through:**
* Attendance and active engagement in Operational Group and Local Steering Group and Think Tank.
* Attendance and active engagement in external meetings, conferences and training within and outside of the voluntary sector in the city.
* Providing a visible presence and representative voice to influence and address the needs of children, young people, families of their community.

**Key tasks:**

* Develop and maintain delivery agreements with local delivery and support agencies.
* Work with SY-NC Core Hub Programme Coordinator to implement and manage the programme plan, including good governance, risk management, financial and programme monitoring.
* Maintain a robust financial accounting system, including management of the Empowerment Fund.
* Maintain relationships with partners, funders and related service providers, keeping abreast of relevant developments locally and nationally.
* Manage programme communications, internally and externally.
* Work with SY-NC Core Hub Programme Coordinator and Programme Administrator.

**Person Specification**

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| **Criteria** | **Essential** | **Desirable** |
| **Knowledge & Qualifications** | Knowledge of VCS organisations and their role in the city  Working knowledge of children and young people’s provision in the locality  Awareness and knowledge of accessibility and inclusion issues in service delivery | Working knowledge of partnership working across public and VCS organisations  Youth Work/Gang Culture/Knife Crime/Gun Crime/Community Project Worker Certified Training |
| **Skills & Experience** | Ability to spot problems/challenges in the community early and identify and implement solutions  Ability to communicate with people at all levels in both VCS and statutory organisations  Ability to support partners to build relationships and develop partnership working    Ability to build and support community projects of all types | Experience of working collaboratively with VCS or statutory organisations. |
| **Influence and Impact** | Ability to work with and influence operational partners  Good negotiation and conflict resolution skills with the ability to motivate others to reach key objectives  Ability to evaluate and share best practice |  |
| **Management responsibilities** | Good project management skills  Experience of managing staff and/or volunteers | Experience of developing staff and volunteers |
| **Autonomy** | Ability to work with little direct supervision including managing own workload, setting priorities, making decisions and be self-motivated |  |
| **Interpersonal and communication skills** | Excellent interpersonal and team working skills    Excellent written and verbal communication skills  Knowledge of web-based communications |  |
| **Responsibility for finances** | Experience of working with finance team to set up and manage a budget | Experience of setting up and managing project budgets |
| **Planning/service development/innovation** | Ability to plan at an operational level  Ability to develop, share and implement new ways of working  Ability to be creative and innovative |  |