



Job Vacancy

Programme Coordinator (Bolton Care Experienced programme)

We're looking for passionate and engaging staff to join
#TeamGMYN to deliver our new programme for Care
Leavers (CL), aged 16-25, across the borough of Bolton

Hours: 28 hours per week

(Flexible working arrangements such as flexible hours, an
element of working from home, compressed hours can be
discussed)

Salary: NJC scales 15-17 (£25,874 - £26,845)

Reporting to: Training and Development Manager

Deadline: Wednesday 12th April

Base and delivery: Main delivery in Bolton with some days at
GMYN's office in Manchester



The role:

GMYN have been helping Care Experienced Young People (Cared for Children, Care Leavers and Unaccompanied Asylum Seekers) aged 10-25 since 2012 through fun but challenging weekly activities to build social skills, increase positive wellbeing and self-esteem and provide skills for the future. Alongside a strong legacy of work with Care Experienced Young People (CEYP) across areas of Greater Manchester we are delighted to be running this provision in Bolton for the first time

The driver for this programme is to support CL's in Bolton to develop essential life skills, positive wellbeing and positive support networks, aiding their transition to adulthood. Through a blended offer of positive codesigned group activities and one-to-one support the Programme Coordinator will support CL's to access new opportunities within a secure setting that unearth new interests, provide experiences for growth and build positive relationships. The Programme Coordinator will also offer non managerial support and direction to the Programme Worker.

The Programme Coordinator will ideally be knowledgeable about the issues that Care Experienced Young People face or at least have a strong desire to work with this cohort of young people.



Key Responsibilities:

- Ensure the successful delivery of GMYN's new programme for Bolton Care Leavers including the promotion, recruitment of young people and activities.
- To recruit and create effective relationships with CL identifying their needs and help them to overcome barriers to participation.
- Work closely with referral partners to ensure that all young people eligible for the programme, have the opportunity to get involved.
- Deliver positive life skills, wellbeing and employability focussed activities enabling young people to develop key skills and experiences.
- To provide appropriate group and one - one support with a flexible approach to encourage participation.



Key Responsibilities:



- To support young people to participate in social action and volunteering.
- Ensure GMYN programmes are inclusive and accessible as possible.
- Building relationships with current and potential partners/stakeholders
- To ensure that all participants and staff are safeguarded and that all activities are delivered safely
- Ensure that Data, Evaluation and Learning is taking place throughout the programme.
- To carry out any other reasonable duties and responsibilities that contribute to the organisations overall aims and objectives



Personal Specification:



We are looking for someone with genuine passion for working with young people who can bring their own creative ideas to ensure the successful delivery of this new programme in Bolton.

We want to hire an enthusiastic person who will build and sustain positive working relationships with young people, parents/carers, delivery partners, referral agencies and external stakeholders.

Teamwork and team culture are especially important to us. We are looking for applicants who can work positively within our highly skilled team but are equally happy working independently to facilitate their own work

	Essential	Desirable	Assessed (application or interview A/I)
Qualifications and Training			
Professional qualification at degree level in a related field e.g. education/social work/youth work/voluntary sector.		*	A
Relevant training, such as First aid, Safeguarding, ACES		*	A
Knowledge and Experience			
Experience of supporting young people who have experienced significant difficulties. This might include young people who are SEND, SEMH, Care Experienced, long term unemployed, UASC and/or young people who have experienced trauma.	*		A/I
Experience of working on youth programmes or delivering services for young people	*		A
Experience of designing and delivering exciting activities that enable young people to gain skills and confidence	*		I
Knowledge of the issues affecting young people (particularly those that are from the local area)		*	A/I
Experience of using trauma informed approaches with young people		*	A/I

	Essential	Desirable	Assessed (application or interview A/I)
Experience of working collaboratively with referral and/or partner organisations	*		A/I
Knowledge and understanding of safeguarding practice with experience of responding to safeguarding concerns effectively	*		A/I
Experience and understanding of producing impact reports and reporting to funders.		*	A/I
Skills			
Excellent communication skills, with the ability to quickly establish positive relationships with young people.	*		I
IT and GDPR literate, including use of Office 365 and data collection tools		*	A/I
An ability to deliver group work that is inclusive and meets the needs of a range of different young people.	*		A/I
Behaviour and other related characteristics			
Can demonstrate a commitment to celebrating diversity, challenging inequality, and removing barriers to engagement	*		I
Willingness to travel between Bolton and Manchester and at times throughout Greater Manchester	*		A
Access to a vehicle		*	A

Our offer, joining GMYN.

GMYN

At GMYN, we strive to be inclusive. We are responsive to the needs of the team and all support available is designed through consultation. We are regularly reviewing our practices to create a safe, welcoming and supportive environment and encourage suggestions and feedback from staff to improve our offer.

- **Annual Leave:** All staff receive 25 days of annual leave, pro rata for completed hours worked, rising after four years employment
- **Remuneration:** We are a living wage employer, setting salaries in line with NJC scales and reviewing annually.
- **Pension:** We offer an 8% pension scheme with 3% employer contributions.
- **Employee Assistance Programme (EAP):** Staff have access to a 24/7 service offering a wide range of support, including life support, legal information, bereavement support, medical information, CBT online and much more. Find out more here: www.healthassured.org/employee-assistance-programmes
- **Wellbeing Days:** Staff can also benefit from five annual wellbeing days as part of their holiday allowance. Wellbeing days are 'no-questions-asked' days of annual leave, to be taken on the day they are needed, to allow you ad-hoc time away to alleviate stress or reduce anxiety and manage your mental wellbeing.
- **Flexible Working:** We operate flexible working hours and working from home policies to allow you to fit your personal commitments around your work.
- **Accessible:** Our office is accessible with a passenger lift, bike racks and gender-neutral toilet and shower facilities.



GMYN

Our approach to being more inclusive:

GMYN aims to create an inclusive welcoming environment for young people and all those who work or volunteer at GMYN or wish to join #TeamGMYN. Whilst our staff are diverse in many ways, we recognise we are not currently representative of the communities that we serve, and we want to change this.

We therefore welcome and encourage applications from people from BAME backgrounds and people who identify as having additional needs or disabilities.

GMYN is ambitious about diversity and inclusion and wants to improve. If you've got the right skills and experiences, we want to hear from you. We encourage applications from all people regardless of age, disability, gender identity, sexual orientation, religion, belief or race.

How to apply

Your invitation to interview will be based on how you demonstrate that you meet the points on the person specification. We will consider skills and experiences from various roles if you can demonstrate how they can be transferable to this role.

To apply, please send a CV and cover letter (maximum 2 sides of A4) to jobs@gmyn.co.uk.

Due to the nature of the role, an enhanced DBS check and references will be required before a job offer can be confirmed.

Please also complete an Equality & Diversity Monitoring Form which will be collected separate from your application and kept confidential. Please send this separately to EDI@gmyn.co.uk

Closing date: Wednesday 12th April - 12 noon

Interviews will take place on Thursday 20th April



gmyn.co.uk



[gmyn](https://twitter.com/gmyn)



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