



Activ8 Programme Co-ordinator - Job Description

Job Title:	Activ8 Programme Co-ordinator
Responsible To:	Operations Manager
Responsible For:	A Part Time Administrator, Tutors & Volunteers
Salary:	£24,000 (Pro Rata - £5142,93 p.a. 10hrs x 39 weeks a year = £131.87 per week).
Hours of Employment:	10 hrs per week (39wks - term time only), some weekend and evening work will be required.
Pension Provision:	CCA provides a contribution pension.
Staff Benefits:	<ol style="list-style-type: none">1. Childcare Voucher Scheme.2. Annual Public Transport Travel Card Scheme.3. Bicycle Purchase Scheme.4. Optional Health Scheme.5. Regular Team Building Activities and Socials.6. Onsite parking

Background: *Activ8 Project*

Our new and exciting project is called Activ8 because it targets children 8-13yrs. It is a safer childhood programme designed to teach children how to deal with e.g. gang-crime, drugs, grooming, bullying, online exploitation. It will include workshops, talks, drama, educational games and practical training (e.g. self-defence) with help from professional partners to address these threats.

Activ8 provides a plethora of other engaging activities based around building confidence, resilience, life skills & knowledge - such as cooking, music, football, basketball, martial arts, arts & crafts, homework support. All of which provide positive long-term alternatives to time spent on the streets or closeted at home on mobiles and PC games. These will empower Activ8 participants to become positive role models to their peers and local community.

The 2 programmes, safety and activity, the pill and sweetener, will be blended so that those attending e.g. football training will all complete a safety course timetabled into their activity. Activ8 will be delivered term-time after school 3.30-6pm (with occasional holiday-time events) by qualified tutors, parent/carer volunteers and partner organisations e.g. Camden and Islington United, Black Arts Production, Martial Arts Academy, and local Police Cadets.

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Work Venue:

Castlehaven Community Association manages a four-acre campus positioned a stone's throw from the world-famous Camden Market in the heart of Camden Town. Our campus consists of a large flood lit multi sports astro turf pitch & changing rooms, two community parks (open 24hrs a day) a large paved road directly opposite our community centre, a purpose-built and fully disabled accessible community centre building equipped with dance studio and a kitchen 'classroom' area.

The Castlehaven Community Association is a highly respected and award-winning local charity. In its 34yr history it has provided a vast array of services and activities for the local community to access, benefit from and enjoy.

Purpose of Post:

The overall purpose of the Activ8 Programme Co-ordinator role is focusing on the needs of young people aged between 8 to 13 years. To work closely with local schools, police, Social Services, GP surgeries to take referrals for such children, placing them carefully within Activ8 where they can best acquire the confidence, resilience, peer support and know-how to deal with their issues, whether e.g. bullying, grooming for gangs, online exploitation.

The Activ8 Programme Co-ordinator post is to set up a programme of after school (3.30pm-6pm) workshops and events that are designed to teach children how to deal with gang crime, drugs, grooming and online exploitation. The Activ8 Programme Co-ordinator will be able to design, plan and manage an exciting and inclusive weekly programme for our target group – young people aged between 8-13yrs particularly from BAME and LGBTQI+ communities.

The Activ8 Programme Co-ordinator will collaborate with external organisations, specialists and professional trainers/tutors who provide the current programme of workshops such as first aid, drama, debates, practical training (self-defence), educational games, healthy cooking courses, sports, martial arts, arts & crafts, homework support and events for our target group.

They will work in partnership with stakeholders, local organisations, and schools to support and connect isolated families with 8 to 13yr olds in Camden to healthy living activities, support groups & statutory services. This will include supporting & maintaining quality assurance systems and ensuring the delivery of this new programme.

The Person:

We are looking for a dynamic, proactive, and highly organised person to manage the current programme of healthy living activities, sessions and classes for families and young people.

Main responsibilities are:

- Set up, plan, and manage a programme of age appropriate after school activities for 8-13yr olds
- Manage the administration of the Activ8 Project.
- Responsible for the safe recruitment, vetting, support and supervision of tutors/trainers & volunteers.
- Setup and co-ordinate crime prevention activities and workshops specifically aimed at children aged 8-13yrs, who are at risk of grooming and gang related activity.
- Promote the Activ8 project through a series of events e.g. taster sessions after school when children can sample a range of different activities, workshops and one-off tournaments.
- Assist the Operations Manager on monitoring and evaluation and ensure agreed outcomes are met across all areas.
- Identify potential opportunities for external funding and income generation with support of our CEO.

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- Responsible for the engagement of wider stakeholders, particularly on a Camden-wide level including Access All Areas, Camden Council, Healthy Minds, Libraries, Children Centres, C4 and Public Health projects e.g. NHS Change for Life campaign.
- Undertake community research – including how to discover young people (aged 8-13yrs) who may be socially isolated and locating activities and opportunities.
- Attend relevant local meetings, seminars, and conferences when applicable.
- Encourage parents, carers, grandparents, and young people to volunteer within the Activ8 project, whilst providing them with training and support.
- To encourage and train 8-13yr olds to become Activity Champions, Activity Assistants and Apprentice Tutors.
- To encourage and train 8-13yr olds to become Decision Makers – to help SPROG to develop & manage the project by representing the views and interests of their peers.
- Collaborate with the Marketing & Social Media Coordinator to promote planned activities via social media, website, online newsletters and printed marketing materials targeting local families and young people.
- Lead in the recruitment of project volunteers to support the development of the programme creating opportunities for university credit and career development (create agendas, work plans and training when required).
- Create regular surveys and develop data collection tools to enhance activity delivery and development, disseminating information through project reports and presentations.
- Maintain database of registered users and survey responses through Time to Spare CRM database management system.
- To manage the smooth running, promotion and monitoring for current partnership activities such as – our Chess Club (with Chess in Schools & Communities) and Football sessions (with Dan Carrier Monday Night Football Sessions).
- Assist the Operations Manager on completing regular risk assessments of all activities and our sports facilities, plus external venues when required.
- Work in partnership with local schools, youth clubs and/or children centre initiatives such as active schools, to encourage children and young people’s participation in the activities and organise parental involvement in the Activ8 Project.
- Develop a range of partnerships with organisations and initiatives focused on health education, criminal justice, and community development.
- Work within specific guidelines, e.g. equal opportunities, health and safety and safeguarding (adult/child).
- Develop a targeted approach to raise physical activity and involvement in our settings with young people (8-13yrs).
- Develop referral pathways to enable entry into appropriate physical activity and sport opportunities and nutritional advice (e.g. Exercise Referral)
- Encourage participants to embed regular, informal sport/physical activity and cultural opportunities into their daily lives.

Person Specification

Essential skills / experience / qualities

1. At least 2 years’ experience of working with children, young people and families from a variety of ethnic groups and cultural backgrounds
2. Youth Work Certificate Level 3
3. A Clear Enhanced DBS
4. Level 2 in Safeguarding Training

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5. You'll have some experience in successfully creating and managing workshop activities and sport/physical activity/health/community projects/initiatives and programmes
6. Some experience of working with statutory partners e.g. schools, health, police, youth service and children centres
7. Must have the ability to support tutors, trainers and interns/volunteers
8. A sound working knowledge of Microsoft Office (365) i.e. Word, Excel, PowerPoint, Outlook
9. Proven ability to initiate and develop practices, analyse and use judgement to identify the best solution to a range of different problems and issues.
10. A proven ability to engage positively with challenging behaviour patterns and attitudes
11. An understanding of the diverse needs of socially excluded people
12. Experience of working with the public in particular families and young people (8-13yrs)
13. Have an energetic, engaging and positive can-do attitude
14. To be positive and supportive in the workplace
15. Ability to use your own initiative and to an agreed action plan
16. Able to work on your own and within a team
17. Have a flexible and collaborative approach to working as part of a team.
18. Have knowledge about health and safety procedures
19. Have good administration skills
20. To be highly organised
21. Ability to respond calmly to emergencies
22. Strong interpersonal skills
23. To be friendly and approachable
24. Have good written, spoken and IT communication skills
25. Demonstrate patience
26. Have confidence
27. Honesty
28. Reliability
29. Punctuality
30. Trustworthy

Desirable skills / experience / qualities

31. Experience in working with BAME & LGBTIQ+ Communities
32. Knowledge &/or training in Safeguarding adults/children/young people
33. Experience &/or training in First Aid
34. Experience &/or training in Mental Health First Aid
35. Knowledge of General Data Protection Regulations (GDPR)

Other Duties

To carry out other duties that may be required as part of a successful programme delivery.

All staff are ambassadors for the Castlehaven Community Association and as such may be required from time to time to assist managers and fundraising in the promotion of its work.

Diversity & Equality

The Castlehaven Community Association is committed to creating a diverse environment and is proud to be an equal opportunity employer. All qualified applicants will receive consideration for employment without regard to race, colour, religion, gender, gender identity or expression, sexual orientation, national origin, genetics, disability, age, or veteran status.

It is the responsibility of every member of CCA staff to ensure the practical application of this policy.

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Health and Safety

Under the Health and Safety at Work Act, all employees are required to take care of their own health and that of other employees in complying with their statutory duties.

How to apply for this position:

Please send your CV and a covering letter highlighting your experience and skills relevant to this position; please use the person specification as a guideline. We are an equal opportunities employer.

Please send your CV & covering letter to sharon@castlehaven.org.uk

Data Protection

By applying for this role and sending your covering letter & CV you consent to CCA using and keeping information about you or by third parties, e.g. referees relating to your application or future employment. This information will be used solely in the recruitment process. For unsuccessful candidates the information will be destroyed within 6 months unless you have consented to extend this period.

Closing Date for Applications: 10th Jan 2021

If you have been shortlisted our Interviews will take place on: Thursday 14th January 2021

If you have not been shortlisted for an interview you will not hear further from us.

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