



Job Description

Breakaway Co-ordinator

Job Title: Co-ordinator

Location: Transform Training Ltd Office in Nottinghamshire.

Background:

Transform Training is a charitable organisation that works mainly in Nottinghamshire, including some work in Nottingham City and in surrounding counties. We have three main programme areas that include work with young people who experience serious disadvantage and have challenging behaviour; work with young adults with learning disabilities and complex needs and community development training. Overall our aim is to develop emotional resilience and coping skills, increase education and employability and ensure better life chances for disadvantaged young people in our communities.

Purpose of this post:

As the Breakaway Co-ordinator, you will coordinate Transform's work with young people and young adults with learning disabilities. Breakaway is a participatory arts project that focuses on helping young people to transition from special schools to adult services, building the young people's independence and employability through increased opportunities to gain confidence and experience. As part of this role, you will take part in local community initiatives and events related to youth arts, volunteering, engagement and employment, and play a lead role in expanding the Breakaway programme into the broader community.

Salary: £26,341 pro rata for 20 hpw

Reporting to: Curriculum Co-ordinator/Head of Programmes

Hours of work: 20 hours per week. There will be a significant requirement within this post to work evening and weekend hours.

Responsibilities include, but are not limited to:

1. Develop, coordinate and deliver Breakaway projects in locations agreed with your line manager.
2. Lead and co-ordinate Breakaway sessions including co-ordinating sessional staff and managing volunteer support roles.
3. Participate in the planning, development, and facilitation of local community young people engagement, volunteering, and employment initiatives.
4. Work with local VCS and statutory organisations to agree volunteer work placements for the young people, ensuring all health and safety requirements are met and the young people have the right level of support to complete their placement.

5. Represent Transform at network and local community meetings and special events, such as council meetings, local partnerships, job fairs and other opportunities.
6. Track, monitor and evaluate Breakaway through developing work plans, maintaining statistics, recording activities and outcomes, and producing regular reports.
7. Participate in Transform staff meetings, programme specific meetings, trainings and professional development, and other special events and fundraising events throughout the year.
8. Provide support, learning opportunities, and supervision to support staff, volunteers and student placements on a project needs basis.
9. Perform other administrative and programme related tasks relative to the position as required.
10. Ensure at all times that Transform's policies and procedures are understood and implemented.

PERSON SPECIFICATION

We are seeking a dynamic, committed person with experience in developing, delivering and evaluating training programmes for young people with learning disabilities and challenging behaviour.

Skills and Experience	Essential	Desirable	How this will be assessed
1. Previous experience of working with young people with learning disabilities aged between 14 and 19 years either through youth service, education, training agency or other youth organisation.	✓		Application and interview.
2. A commitment to the principles of emotional resilience and personal and social development	✓		Application and interview.
3. An understanding of issues that affect young people with learning disabilities.	✓		Application and interview.
4. A commitment to non-discriminatory practice and equality of opportunity	✓		Application and interview.
5. Willingness and ability to undertake training and development	✓		Application and interview..
6. Access to own transport (for which a mileage allowance is payable)		✓	Application and interview.

7. Ability and willingness to work flexibly according to the needs of the job including evenings and weekends where necessary	✓		Interview
8. Experience of working on participatory arts projects, ability to play a musical instrument, drama or visual arts.		✓	
9. Experience of working with volunteers or in a volunteering role with young people		✓	Application and interview..
10. Basic admin skills including data storage, use of computer, Microsoft Office software and internet		✓	Test at interview