



Job Description and Person Specification

Job Title Children and Young People Coordinator

Location Latin American House, 10 Kingsgate Place, London NW6 3RG Role will include outreach within Greater London

Reports to Director

Hours per Week 21 hours (open to flexible working hours)

Contract Three years contract, with possibility of extension subject to funding.

Salary £29,120 - £30,0320 FTE; pro rata £17,472 - £18,018 per annum for 21 hrs/wk

Pension Government Workplace NEST Pension Scheme, 5% employer contribution

Job Purpose

[Latin American House \(LAH\)](#) exists to support the Latin American communities in London, particularly those most disadvantaged or at risk, for example those in low paid jobs, facing barriers to social protection and without the necessary skills. The individuals and families using our services benefit from efficient and practical support, learn new skills and improve their own opportunities and social inclusion in the UK. We strive to provide essential tools to Latin Americans to empower them in their pursuit of personal and social change. Our Community Centre (the Latin American House) is based and well-established in Kilburn since 1983, and we also support many local people from different backgrounds.

The purpose of the Children and Young People Coordinator, a newly created position funded by John Lyon's Charity, is to expand our children's education offer - which currently consists of a bilingual nursery for toddlers aged 2 to 4 years old and a Spanish Saturday School for children aged 5 to 11 years old. The candidate will coordinate, deliver and develop a comprehensive, diverse and inclusive programme of activities, classes and events throughout the year, comprising both national curriculum subjects as well as community, cultural and social activities, mainly for children and young people aged 5 to 16 years old, with possibility to expand this range. The aim of the project includes attracting children from both Latin American and local families and creating a positive impact on our growing communities.

Above all, you will ensure that our offer for children and young people is attractive and of excellent quality, that it supports the development of participants - including facilitators and students, and that it improves their life prospects while they learn, socialise and have fun.

This position will be part of our Children Education Project, which currently consists of a bilingual nursery and a Spanish Saturday School (a supplementary school) for children aged 5 to 11 years old. The ideal candidate will be expected to manage and supervise existing and new teachers and sessional tutors of our supplementary school.

Main responsibilities

1. To lead on, plan and deliver a high quality programme for children and young people (C&YP), mainly from 5 to 16 years old, potentially expanding as the project grows, by:

- Developing our current educational and community offer for C&YP, expanding our offer for children in primary school and incorporating children of more ages, i.e. 12 years old onward.
- Recruiting, motivating, supervising and supporting sessional tutors and volunteers, as well as the current Saturday School Lead Tutor.
- Planning, delivering and acting on a consultation with Latin American families and local communities to better understand and fulfill our communities' needs.
- Carrying out targeted communications and marketing to reach out to as many beneficiaries and participants as possible, in collaboration with our Digital Transformation Manager.
- Working with colleagues to maintain and develop LAH holistic approach and commitment to best practice in supporting vulnerable Latin American families, community development and human rights.
- Promoting the rich diversity of Latin American cultures among participants and families, in coordination with the Communities and Culture Coordinator.
- Promoting LAH's activities and services to external organisations and people in order to increase LAH's reach across the John Lyon's Charity beneficial areas.
- Improving relationships with community organisations in the sector, schools and Young People Foundations and other organisations in the local area and neighbouring boroughs.

2. To design, plan and implement quality activities, classes, workshops and events, including:

- Leading on the organisation and delivery of a program of children and young people activities and some family events.
- Organising and partly delivering classes on national curriculum subjects, for example initiating after-school clubs, homework clubs and holiday clubs.
- Community and cultural activities, partly including promotion of STEAM careers and subjects as well as community events, particularly in 2023 as part of LAH's 40th anniversary.

- Ensuring quality and access for children and young people across the catchment area. This may include delivering activities in external venues or coordinating with other LAH activities.
- Undertaking administrative duties, including organising and filing paperwork (we use Google Workspace), documents and relevant educational and organisational materials.

3. To fulfil objectives in accordance with the Funder agreement and LAH requirements, evidencing:

- Decisively contributing toward the NRCSE Quality Mark as soon as possible and no later than 12 months after joining.
- Timely maintenance of accurate and detailed digital records, and monitoring and evaluating classes in order to track progress.
- The impact of the work by submitting reports and case studies as required and in compliance with relevant quality marks and/or funder deadlines and requirements.
- The adherence to relevant procedures as outlined in LAHs policies and the NRCSE.
- Contributing to proposals and reports about the service.
- Managing administration including enrolments and mail-outs, supervising classes
- Ensuring the safeguarding of children and young people at events at all times.

4. To maintain and improve your knowledge and skills and that of the project's staff and volunteers, in accordance with NRCSE and Continuing Professional Development, by:

- Attending regular training, briefing staff and volunteers regularly
- Sharing relevant information internally within and beyond the team as relevant.
- To devise and deliver in-house training for staff and volunteers as needed, supervising volunteers.

5. Other responsibilities:

- To contribute to the overall running of the organisation and the fulfilment of LAH's aims and objectives.
- To manage risk, incidents and accidents with the support of the Office Manager.
- To monitor and evaluate demand and participation, updating management through quarterly reports.
- To participate in the process of planning and updating LAH strategic and operational plans.
- To represent LAH in relevant meetings and events, upholding and maintaining the organisation's ethos, values, aims and objectives.
- To attend regular supervision and staff meetings and participate in other meetings as necessary.
- To abide by the confidentiality, Health and Safety and Safeguarding policies and share responsibility for your own safety and wellbeing and that of colleagues.
- To ensure that details of expenditure are authorised, recorded and communicated as appropriate.

Person Specification

Attributes	Essential Criteria	Desirable criteria	Assessment
Knowledge & Skills	<ul style="list-style-type: none"> ● Excellent English language skills, both written and spoken. ● Creative, dynamic and proactive, self-motivated and flexible. ● Able to engage with children and young people across different ages and backgrounds. ● Able to plan and deliver projects that engage the Latin American and local communities. ● Excellent organisational and time management skills. 	<ul style="list-style-type: none"> ● Excellent Spanish language skills ● Working knowledge of the national curriculum for students up to 16 years old ● Knowledge of Latin American cultures ● Working knowledge and understanding of the NRCSE Quality Mark 	Application / Interview
Experience	<ul style="list-style-type: none"> ● Experience working with children and young people. ● Experience in project management. ● Development of educational and community activities for children and young people. ● Experience working with and supervising small teams. ● Experience of organising events. 	<ul style="list-style-type: none"> ● Experience teaching and/or organising delivery of courses, ideally including STEAM subjects to children and young people. ● Experience of working in a supplementary school holding the NRCSE Quality Mark. 	Application / Interview
Qualifications	<ul style="list-style-type: none"> ● GCSE/A Levels English and Maths or equivalent ● Formal training on Children Safeguarding 	<ul style="list-style-type: none"> ● Educated to a degree level, with a focus on education /pedagogy. ● A teaching qualification 	Application

Other requirements and conditions of the role:

- Always work to safeguard the wellbeing of children, young people and vulnerable adults.
- Be aware of, and comply with, the Latin American House policies and procedures.
- Constructive, enthusiastic and with high levels of integrity
- Cooperative and keen on fulfilling objectives, while supporting staff and users.
- Offer excellent customer service.
- Work across teams and departments in the Charity to support effective communication and collaborative working through a 'one-team' philosophy.

This position is subject to an enhanced DBS (Disclosure Barring Service) check.

Given the nature of this position, you may be requested to participate in occasional organisational activities on weekends and/or outside your working days/hours.

This job description outlines the current main responsibilities of the post. Duties may change and develop over time, and the job description may be amended in consultation with the post holder.

Latin American House is an Equal Opportunities Employer.

Deadline for applications: Tuesday 25th January 23:59

Interviews at Latin American House: Tuesday 1st of February