



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 and job sharing)

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

Salary £29,120; pro rata £17,472 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 new position at LAH funded by John Lyon's Charity (JLC), is to coordinate 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 age range. The aim of the Children & Young People programme includes attracting children and young people from both Latin American families from [JLC's beneficial areas](#), as well as local families from other backgrounds and creating a positive impact on our growing communities.

This position will expand our children education offer, which currently consists of a bilingual nursery for 2-4 year olds, and a Spanish Saturday School (a supplementary school) for

children aged 5 to 11. JLC does not fund these existing projects as they don't fund nurseries or the teaching community languages per se. 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.

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:

- Complementing our current provision for C&YP, expanding our offer for children in primary school and incorporating children of more ages, i.e. 12 years old onward.
- Recruiting, managing and supporting sessional tutors and volunteers, and working with the Spanish Saturday School Lead Tutor.
- Planning, delivering and acting on a consultation with Latin American families and local communities to better understand and fulfil the needs of young learners.
- Working with colleagues to develop commitment to best practice in supporting disadvantaged communities and families, and to equality, diversity and inclusion.
- Promoting LAH's activities and services to external organisations and people in order to increase LAH's reach, particularly across the [John Lyon's Charity beneficial areas](#).
- Carrying out targeted communications and marketing to reach out to as many beneficiaries and participants as possible, in collaboration with our Digital Manager.
- Improving relationships with community organisations in the sector, schools and [Young People's 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 (including STEAM subjects), for example as after-school clubs, homework clubs and holiday clubs.
- Organising community and cultural activities, in general and 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 data collection, organising and filing documents, assessments and evaluation and any other relevant organisational duties.

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

- Contributing toward Latin American House being accredited with the [NRCSE Quality Standards](#).
- Maintaining accurate and detailed digital records, and monitoring and evaluating classes in order to track progress.
- Evidencing 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.
- Evidencing 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 health & safety and safeguarding of children and young people at events at all times, including carrying risk assessments as necessary.

4. To maintain and improve your knowledge and skills and that of the project's staff and volunteers, by:

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

5. Other responsibilities:

- To contribute to the overall running of the organisation and 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 events and meetings, upholding and maintaining the organisation's ethos, values, aims and objectives.
- To attend 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 details of expenditure are authorised and recorded as appropriate.
- Working to safeguard the wellbeing of children and young people at all times.

Person Specification

1. Experience (Essential (E) / Desirable (D))

- Experience working with children and young people. (E)
- Experience in project coordination. (E)
- Development of educational and community activities for children and young people. (E)
- Experience working with and supervising small teams. (D)
- Experience of organising events. (E)
- Experience of teaching/organising delivery of courses, ideally including STEAM subjects (D)
- Experience working in a supplementary school holding the NRCSE Quality Mark. (D)

2. Qualifications (Essential (E) / Desirable (D))

- GCSE/A Levels English and Maths or equivalent (E)
- Formal training on Children Safeguarding (E)
- Educated to a degree level, with a focus on education/pedagogy, such as a BA in Education, PGCE, Youth & Community Education, etc. (D)
- A higher education, i.e. HNC or HND qualification. (D)
- Training in modern pedagogies/teaching methodologies, curriculum development, teaching techniques (including online teaching methods). (E)

3. Knowledge and Skills (Essential (E)/ Desirable (D))

- Excellent English language skills, both written and spoken. (E)
- Creative, dynamic and proactive, self motivated and flexible. (E)
- Able to engage with children and young people across different ages and backgrounds. (E)
- Able to plan and deliver projects, engaging the Latin American and local communities. (E)
- Spanish and/ or Portuguese language skills both written and spoken (D)
- Working knowledge of the national curriculum for students up to 16 years old (D)
- Working knowledge and understanding of the NRCSE Quality Mark (D)
- Excellent organisational and time management skills. (E)
- Excellent customer service (E)

4. Other requirements and conditions of the role

- Be aware of, and comply with, the Latin American House policies and procedures.
- Constructive and high levels of integrity
- Cooperative and keen on fulfilling objectives, while supporting staff and users.
- Work across teams and departments to support effective communication and collaborative working through a joined-up approach.

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 (JD) outlines the main responsibilities of the post. Duties may change and develop over time and the JD may be amended in consultation with the post holder.

Latin American House is an Equal Opportunities Employer.

Deadline for applications: MONDAY 5TH OF SEPTEMBER 23:59

Interviews will take place the weeks of the 5th and 12th of September