



## Prism Youth Project Job Description

### Job Title:

Breathing Spaces, and Youth Project Coordinator

### Main purpose of job:

- To coordinate the start of a breathing spaces project working 5 days per week (including weekends) to work alongside Mental Health Youth Worker to ensure a seamless provision is delivered across the PRISM sites. The project will work with young people especially those who are socially excluded and experiencing mental distress. As part of your role, you will also support all volunteers with social & therapeutic horticulture, garden design, animal care & conservation activities to support young people to develop their self-esteem, motivation and life skills. You will also work with other local provision on recruitment of young people.
- To manage other youth project provisions using the sites on evenings and weekends.
- To achieve annual targets agreed with Manager.

### Position reports to:

Katie Corfield (Managing Director)

### Location:

PRISM – Girlington

### Salary:

6-month Contract subject to funding with the view of this becoming a full-time post.

18.5 hours

**£14,150.53**

Saturday and Sunday (10am – 1pm)

Monday, Tuesday and Wednesday (11am – 8pm)

### Main tasks of job:

- Ensure a high standard of health and safety is adhered to at all times.
- Ensure that an up-to-date risk assessment is available for all activities to be carried out on site.
- Attend and contribute to meetings to identify tasks, safeguarding, health and safety issues and provide updates in relation to post
- Participate in supervision with line manager
- Participate in regular CPD activities as directed by line manager
- Contribute to the identification and planning of tasks to be completed with the groups
- To facilitate sessions
- Demonstrate ability to work using own initiative, demonstrating a high level of self-organising ability.

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- Demonstrate ability to work to a set timescale and deadlines
- Work alongside other projects to ensure services users receive a seamless service
- Adhere to Prism's policies and procedures in relation to all aspects of the organisation, ensuring that all service users including pupils are safeguarded and concerns reported as required
- To be an advocate for Prism both within and outside of the organisation
- Produce written professional reports in relation to the role when required
- Ability work evenings and weekends.
- Any other reasonable tasks as directed by senior management
- Maintain and develop appropriate working relationships with staff, young people volunteers and other partner agencies.
- Work alongside referring agencies to recruit, train and supervise volunteers and service users.
- To support & identify the development of new initiatives
- To support all staff & volunteers around mental health issues
- To promote and develop work with young people and the community
- Support delivery of the Projects in line with PRISM's Principals and Values Policy
- To work alongside other in-house projects to ensure young people receive a seamless service.

## **Licences, registrations and qualifications**

1. Full Clean Driving licence desirable
2. Level 2 (or equivalent) Maths and English
3. Level 4 or above in Youth and Community, social care or relevant subjects

This job description serves to illustrate the scope and responsibilities of the role and is not intended to be an exhaustive list of duties. You will be expected to perform other job-related tasks requested by management and as necessitated by the development of the charity.

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