

The Lenton Centre is a charity and company limited by guarantee, established in 2005, to run The Lenton Centre (TLC). This is an exciting social enterprise in the heart of Lenton, which aims to bring the people of Lenton and the surrounding areas together in a welcoming environment for leisure, learning, community, and other health-giving activities. The Lenton Centre is a 'community anchor' and a hub of activity in an increasingly vibrant community. Quackers by DS Swim is based at the centre, with a growing number of swimmers, plus schools being taught each week.

Youth Coordinator Job Description

Employer: The Lenton Centre

Reporting to: Gym/ Pool Manager; Centre Manager (Maternity Cover)

Hours of work: Minimum 4 hours per week (additional hours available, as per the needs of the business, particularly over school holidays)

Salary: £13.50

Location: The Lenton Centre, Willoughby Street, Nottingham NG7 1RQ

Apply: email admin@thelentoncentre.org.uk

Role Purpose

The Youth Coordinator (YC) is responsible for coordinating and, alongside the Gym/ Pool Manager, planning weekly activities for our Youth Club, and planning healthy meals.

The YC will also coordinate our HAF events during school holidays.

This role will include supervising staff, maintaining high standards of service, and promoting community engagement.

Key Responsibilities

Programme Planning & Delivery

- Design and deliver a diverse range of youth activities, workshops, and events.
- Develop programmes that support physical, emotional, and social development.
- Ensure activities are age-appropriate, inclusive, and aligned with TLC's goals and values.

Youth Engagement

- Build positive relationships with young people and encourage active participation.
- Act as a mentor and role model, promoting confidence and wellbeing.
- Support individuals with varying needs, backgrounds, and abilities.

Safeguarding & Wellbeing

- Always ensure the safety and welfare of all participants.
- Follow safeguarding policies and report any concerns appropriately.
- Promote a safe, respectful, and inclusive environment.

Administration & Organisation

- Maintain accurate records of attendance, incidents, and programme outcomes.
- Manage budgets for activities and resources where required.
- Coordinate and maintain the use of equipment.

Partnership & Community Engagement

- Collaborate with schools, parents, and community organisations.
- Promote the Youth Club and other youth activities through outreach and engagement activities.
- Support community events and projects.

Teamwork & Leadership

- Support, supervise, and guide volunteers and colleagues.
- Contribute to team meetings and organisational planning.
- Provide training or induction for new staff/ volunteers if required.

Person Specification

Essential Skills & Experience

- Experience working with young people in a youth work, education, or community setting.
- Strong communication and interpersonal skills.
- Ability to plan and deliver engaging activities.
- Understanding of safeguarding and child protection practices.
- Good organisational and time-management skills.
- Safeguarding Level 3

Desirable

- Youth work qualification or relevant certification.
- First Aid qualification.
- Experience managing volunteers or leading teams.

Working Conditions

- Flexible hours
- Enhanced DBS (Disclosure and Barring Service) check required
- Training provided where required

Other:

- Any other duties deemed by the Board or Managing Director to be appropriate to the job purpose.

General

The Lenton Centre works with vulnerable people. Staff and volunteers must observe proper demarcation and professional boundaries when performing their roles. All roles within are subject to safe recruitment, including the taking up of references, review of any information in the public domain, and DBS checks.

The Outreach and Community Support Worker must always act in a way which will maintain the good reputation of The Lenton Centre, upholding the policies and procedures of The Lenton Centre and striving to preserve good working relationships with clients, staff, and volunteers

Work is conducted in an environmentally aware manner to ensure all resources are utilised effectively and efficiently. Sound “value for money” principles are necessary in undertaking the purchasing or supply of goods and services.

Always maintain customer confidentiality.