



Indoamerican Refugee & Migrant Organisation
Unit 8, Warwick House, Overton Road, Brixton
London SW9 7JP
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www.irmo.org.uk

Job Title: Youth Worker and Education Coach - Latin American Youth Forum (LAYF)

Accountable to: Senior Programmes Manager

Hours of Work: Part time, 24 hours per week

Annual Leave: 25 days per year plus statutory holidays (pro rata)

Contract: Fixed term (to 3rd April 2019) - continuation subject to funding

Pay: £22,425 (pro rata)

ABOUT IRMO

IRMO is a community-led organisation that provides Latin Americans with tools and information in an empowering process to build secure, independent and integrated lives in the UK using a rights-based approach. We do this through a flexible and comprehensive approach addressing a wide range of needs at a number of levels. Our work with the community spans three main areas (below) as well as a crosscutting area, which is campaigning for the rights of all migrant communities:

- Education, training and employment
- Advice and case-work
- Wellbeing

Building on over three decades experience, we aim to build a stronger and more resilient community.

PURPOSE OF POST

This is an exciting opportunity to join our growing organisation and be part of our Latin American Youth Forum (LAYF). Aimed at 13-24 year olds, LAYF supports young Latin Americans and Spanish and Portuguese speakers more widely to access education, training and employment, boost their social and emotional capabilities, and experience increased social cohesion.

The project targets vulnerable young people (including NEETs and those who are working in low income positions) and consists of four main activities: (1) Creative English Classes, (2) Skills/creative arts workshops, (3) In-depth career/education mentoring, and (4) annual festival. LAYF has a bottom-up approach, and all activities are co-created with young people.

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IRMO is funded by:

The
Henry Smith
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**The London
Community
Foundation**



WALCOT FOUNDATION

THE WAKEFIELD & TETLEY TRUST

This project is delivered as part of a consortium called Building Young Brixton (BYB), which is co-led by 7 Lambeth-based organisations, providing a broad and diverse offer for young people in the borough.

The post holder will coordinate the activities outlined above, including developing and delivering a scheme of work that focuses on building personal and professional skills. In addition, the post holder will recruit and support volunteers, carry out monitoring and evaluation, and provide inputs for reporting. The post holder will work closely with the ESOL teacher and youth workers of BYB organisations. An enhanced Disclosure and Barring Services (DBS) check is required for this post.

MAIN TASKS AND RESPONSIBILITIES

Project activities

- Reach and recruit young people, including NEETs, for the project;
- Assess the needs of young people, and plan and deliver activities that promote analysis, reflection and critical thinking;
- Create (in collaboration with young people) a dynamic and engaging scheme of work for the art/skills workshops, which is flexible enough to cover the needs and abilities of young people aged 13+ with differing levels of English;
- Organise trips and outings that promote peer interaction and a connection to the local community;
- Organise and deliver 'open activities' for young people from across the Building Young Brixton consortium to access;
- Mentor, coach and support young people. Discuss the aims of mentoring and agree on action plans with mentees;
- Keep accurate records of mentees interaction and progress by filling in contact sheets and complete relevant paperwork;
- Support and work closely with the Youth Steering Group;
- Signpost young people to the BEAT bursary scheme run by YLC;
- Promote activities via IRMO's communication and social media channels.

Budgeting

- Responsible for tracking expenditure and managing the materials and annual festival budget lines.

Monitoring and evaluation

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- Carry out risk assessments for on- and off-site trips and activities;
- Undertake regular monitoring and evaluation activities by establishing baseline data and collecting qualitative and quantitative data;
- Identify case studies that will be included in the final reporting;
- Hold regular meetings with staff and volunteers to discuss the young people's progress, any issues that have arisen and ideas for future activities.

Other tasks and responsibilities

- Ensure the implementation of IRMO's safeguarding policy;
- Attend regular training and development opportunities to maintain and up-to-date knowledge of safeguarding and working with young people.

PERSON SPECIFICATION

Skills and abilities

- Teaching or youth worker/leader qualification (desirable);
- Strong interpersonal skills and ability to establish good relationships with young people;
- Excellent verbal and written communication skills in English and Spanish (Speaking Portuguese is desirable);
- Ability to multitask, meet deadlines and work under pressure;
- Ability to provide reliable support to young people in times of stress and act with integrity;
- Ability to treat young people's concerns with respect, tact and sensitivity, while being aware of the limits that are required by confidentiality and the boundaries that govern the youth/youth worker relationship.

Experience

- Experience of working in the voluntary sector and in particular with vulnerable young people and/or migrant communities.
- Experience in supervising, managing and motivating volunteers (desirable).
- Experience of working with different evaluation and monitoring tools (desirable).
- Experience of providing advice on education and training.

Knowledge

- Educated to degree level or equivalent experience.
- Knowledge of the UK not for profit sector.

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- Knowledge of career and education opportunities open to young people.
- Understanding of issues facing young Latin American migrants in the UK (desirable).
- Good understanding of H&S and safeguarding processes.

Personal Qualities

- Flexibility and resilience.
- Professional and positive attitude.
- Self-motivated and resourceful.
- Interested/skilled in sports, theatre or performing arts (desirable).
- Empathy towards the needs of vulnerable young people.
- Willingness to work some antisocial hours (evenings and weekends) if required.
- A commitment to IRMO's mission and vision for the Latin American community in London and the UK.
- A commitment to equal opportunities.

To apply please send your **application form** (available from IRMO's website) by email to: recruitment@irmo.org.uk with the title of the position for which you are applying in the subject line. **Please do not send CVs as we do not shortlist from CVs.**

The deadline for applications is midnight on Wednesday 3rd October 2018. Interviews will likely be held on the week starting on the 8th of October 2018.

If you wish to discuss your application, please contact Ludovica Picone, Senior Programmes Manager, at ludovica.picone@irmo.org.uk. We wish you the best of luck with your application!

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