

Job Pack:

Youth Project Coordinator – Latin American Youth Forum



About IRMO

For over 40 years, IRMO has been led by and for the Latin American community, building deep ties and trust across the UK as we fight for a future where everyone can access their rights, live free from poverty and discrimination, and pursue their aspirations without barriers.


Everything we do, from front-line services to advocacy, aims to enable the development, agency and participation of all Latin Americans and Spanish and Portuguese-speaking migrants, including asylum seekers and refugees, as they settle and build their lives in the UK.

To address the daily discrimination and intersectional challenges that our communities face, we provide wrap-around support tailored to the unique needs of individuals and families, including high-quality advice and casework and development opportunities for all ages.

All of our services are culturally sensitive, delivered in Spanish and Portuguese, and are directly informed by the lived experiences of those we serve. We also advocate for long-term social and systemic change through advocacy, independent research and effective partnerships. Learn more at www.irmo.org.uk



What we do



Advice

Our experienced advisers provide confidential advice and casework on immigration, welfare benefits and housing to prevent crises and support our community to access rights and entitlements. We also provide support to access healthcare services.




Education, Training & Employment

Our programme includes English classes, vocational courses and workshops on key employability skills to support progress in the labour market and broader participation in the community.



Children & Young People

Our youth programme includes English classes, mentoring, workshops and trips to support kids of all ages. We also offer advice and advocacy on access to education and key family services.



Advocacy, Research & Campaigns

We address structural inequalities through campaigning, community organising, inter-sectoral collaboration and advocacy work at local and national levels. We also promote more effective responses through research on key issues.

Unit 9, Warwick House, Overton Road • SW9 7JP • London



Job Description

Youth Project Coordinator – Latin American Youth Forum	
Hours	Part-time, 22.5 hours per week
Contract	Permanent
Reporting to	Programme Manager – Children and Young People
Salary	£30,874 per year, rising annually to £32,683 (pro-rata) based on performance, plus 6% employer pension contribution
Annual Leave	33 days (including bank holidays), increasing by one day each year after the first year of service, up to a maximum of 37 days (pro rata)
Location	IRMO Centre, London SW9 7JP – hybrid working available
Deadline to apply	We encourage applicants to apply as soon as possible, as we will review applications on a rolling basis
Pre-employment checks	Enhanced DBS check, two satisfactory references and evidence of right to work in the UK

About the Role

This is an exciting opportunity to join IRMO as our Youth Project Coordinator and lead the Latin American Youth Forum (LAYF) – IRMO's youth-led group for migrant and refugee young people aged 13–19.

LAYF offers a safe, supportive and trilingual space (Spanish, Portuguese and English) where young people can overcome barriers and begin to find their feet in the UK. Activities are designed to build confidence, support integration and foster leadership. Through the programme, participants can learn English through fun and engaging ESOL (English for Speakers of Other Languages) classes, take part in weekly educational, arts-based and themed workshops, and receive one-to-one support through a targeted coaching programme focused on education, volunteering and employment.

Young people also have the opportunity to join the LAYF Youth Steering Group, where they can develop leadership skills and inspire other Spanish and Portuguese-speaking young people, while exploring London and beyond through cultural trips and residential.

As Youth Project Coordinator, you will be responsible for registering and onboarding new participants, designing and delivering a creative weekly programme of LAYF Space Workshops, and offering one-to-one mentoring to help young people access opportunities and build confidence. You'll work closely with IRMO's ESOL and Advice and Advocacy teams to ensure a joined-up and holistic approach.

This is a varied role that requires empathy, creativity and excellent organisational skills. You will play a key part in ensuring all activities are inclusive, engaging and safe, while monitoring progress and capturing the achievements of the young people involved. You'll also be a positive role model, helping each participant realise their potential and feel empowered in their journey.

LAYF is delivered as part of Building Young Brixton (BYB), a consortium of ten Lambeth-based organisations working together to inspire and empower young people in the borough. Partnership working is central to the LAYF ethos, and the Youth Project Coordinator will collaborate closely with BYB partners to co-create activities, share skills and strengthen impact.

Key Responsibilities

- Recruit and register LAYF participants by assessing individual needs and matching them with appropriate activities
- Plan, co-produce and deliver a dynamic and engaging programme of LAYF activities – from arts and sport to inspirational talks – designed to build young people's confidence, life skills and social connection
- Coach and support young people to thrive in their education and personal development through a targeted one-to-one coaching programme
- Plan and deliver quarterly trips and events that promote peer interaction and engagement with the local community
- Signpost and refer young people to relevant services at IRMO, BYB or other external partners
- Maintain accurate and up-to-date records, including registration forms, attendance, surveys, feedback, session plans and coaching logs
- Input and manage baseline and progress data using IRMO's database and monitoring tools
- Produce compelling case studies and success stories to share with young people, funders and supporters

- Ensure the wellbeing and safety of all participants, following IRMO's safeguarding policies and National Youth Agency (NYA) guidance
- Communicate with LAYF participants and families in a timely and appropriate way, respecting boundaries and overcoming communication barriers
- Promote LAYF activities through newsletters, social media and IRMO's communications channels
- Represent LAYF and IRMO in meetings and forums with partners, funders and youth sector networks
- Work closely with IRMO colleagues to ensure the wider needs of young people and families are supported holistically
- Recruit, supervise and support LAYF volunteers

Please note that this job description is not exhaustive and may change depending on the needs and development of the organisation.

Person Specification

The list below outlines the experience, knowledge and skills we're looking for. It will be used in shortlisting and interviews. If you meet the essential criteria but not the desirable ones, we still encourage you to apply.

Essential

- At least one year's experience working with young people in the UK
- Experience designing and delivering engaging programmes for young people
- Experience providing one-to-one coaching to young people
- Experience using M&E tools to collect baseline/progress data and contribute to reports
- Able to build trust with young people and maintain clear professional boundaries
- Ability to manage your workload, meet deadlines and respond to changing demands
- Resourceful and creative, with a problem-solving mindset
- Excellent verbal and written communication skills in English
- Excellent verbal and written communication skills in Spanish
- Competent with Google Workspace, video conferencing tools, Word, Excel and PowerPoint
- Strong understanding of safeguarding
- Strong understanding of the barriers faced by young Latin Americans in the UK
- Clear commitment to IRMO's vision, mission and values
- Willingness to work some evenings and weekends

Desirable

- Experience supervising or supporting volunteers
- Excellent verbal and written communication skills in Portuguese
- Qualification in Youth Work
- Qualification in Information, Advice and Guidance (IAG)
- Understanding of the UK not-for-profit sector, and UK education and employment systems for young people

We aim at all times to recruit the person most suited to the job and welcome applications from people of all backgrounds. We particularly encourage applications from people who identify as members of minoritised groups, and from Latin Americans and people with lived experience of the immigration and asylum system, to reflect the community we serve.

Benefits of working at IRMO

- 33 days annual leave (including bank holidays), rising by one day each year after one year of service, capped at four additional days (pro rata)
- Three extra days of paid leave between Christmas and New Year (pro rata)
- 6% employer contribution to staff pension scheme
- Occupational sick pay
- 24/7 Employee Assistance Programme
- Cycle to Work Scheme
- Wide range of opportunities for skills development

How to apply

Please send your application form by email to recruitment@irmo.org.uk. Please **include the title of the position for which you are applying in the subject line of your email.**

We encourage applicants to apply as soon as possible, as **we will review applications on a rolling basis.**

If you would like more information about the role or about IRMO, feel free to contact us at recruitment@irmo.org.uk.

We wish you the best of luck with your application 🍀