

JOB DESCRIPTION: Girls Group Co-Ordinator*



Job Title:	Girls Group Co-Ordinator
Hours :	5 per week initially (Wednesdays)
Salary:	£20,475 pro rata
Contract Type:	12 month fixed-term contract (with potential for extension, subject to funding)
Start Date:	January 2022
Probationary Period:	3 months
Responsible to:	CEO
Location:	South Bank

*** Rubies requires the post-holder to be female. This is for a genuine occupational reason as set out in Schedule 9, Paragraph 1 of the Equality Act 2010**

The Role:

We are looking for a new member of staff to lead and develop a weekly Girls Group for secondary school age girls. The Girls Group Co-Ordinator will build supportive, appropriate relationships with girls from a range of backgrounds and will be responsible for planning an engaging programme to provide them with a safe space to relax, learn and grow in confidence. They will also co-ordinate a small team of volunteers to ensure the sessions are well run and consistent throughout the year.

About Rubies:

Rubies is an award-winning small charity focussed on empowering girls. The charity was founded in 2018 after research concluded that girls growing up in the Middlesbrough area are the most disadvantaged in the country.

Rubies now provides trauma-informed courses, workshops and confidence-building activities for girls aged 10+ across the Middlesbrough and Redcar & Cleveland local authorities.

Our Vision: *“To encourage girls to discover their strengths and know their true worth...”*

Our Values:

- Respect
- Understand
- Believe
- Inspire
- Encourage
- Stay Safe

Our Aims:

We are working towards achieving our vision by providing support that helps girls to:

1. Increase self-esteem
2. Build resilience
3. Stay safe

Description of duties & responsibilities:



- Build appropriate, supportive relationships with girls from a range of backgrounds
- Encourage girls to develop confidence and to try new activities
- In conjunction with the girls, plan a programme of weekly sessions that are relevant, helpful and fun
- Complete administrative tasks to support with the smooth running of the group eg: attendance logs, parental consent forms, promotional materials, social media updates
- Undertake in-house and external training courses to support the provision of trauma-informed support for girls
- Attend and contribute to Rubies team meetings whenever possible
- Attend and contribute to regular supervision meetings with the CEO
- Prioritise the physical safety and emotional wellbeing of girls by adhering to Rubies' safeguarding policy and procedures at all times
- Abide by our Code of Conduct for working with young people at all times
- Respect confidentiality and never share details or information about girls, staff or volunteers outside of Rubies
- Work within Rubies' policies and procedures in relation to health & safety, equality & diversity, IT and social media and risk assessment at all times

The above list is not exhaustive and other duties may be occasionally be required, including attending training and other events that may fall outside of normal working hours.

PERSON SPECIFICATION: Girls Group Co-Ordinator



ESSENTIAL	DESIRABLE
<p>Skills, Knowledge & Experience:</p>	
<ul style="list-style-type: none"> • A proven ability to build a rapport with young people from a wide range of backgrounds • Experience of working with young people in small group settings • A thorough understanding of the issues local children and young people are facing and how these impact their daily lives, with a particular focus on the challenges that affect girls • An excellent understanding of the principles of safeguarding and how they relate to children and young people and the organisations that support them • Excellent communication skills • The ability to maintain personal and professional boundaries • Excellent team-work skills, as well as the ability to take the lead when required • Good organisational skills • Good IT skills, including use of Word, email and electronic diaries 	<ul style="list-style-type: none"> • An understanding of SEND and experience of supporting children and young people with additional needs • Experience of working with young people on a 1-2-1 basis • A good understanding of Adverse Childhood Experiences and their impact upon children and young people • Experience of making safeguarding referrals and maintaining accurate and appropriate safeguarding records • Experience of managing staff and/or volunteers • Experience of working in the charitable/voluntary sector and an understanding of the challenges involved • Experience of managing a project budget
<p>Education & Qualifications (proof will be required)</p>	
<ul style="list-style-type: none"> • Educated to a good standard, including passes in Maths and English 	<ul style="list-style-type: none"> • Relevant vocational or work-based training and qualifications eg: youth work

ESSENTIAL:	DESIRABLE:
Personal attributes and qualities	
<ul style="list-style-type: none"> • Compassionate • Approachable • Honest • Flexible/adaptable • Reliable • A team player • Calm under pressure • Sense of humour 	<ul style="list-style-type: none"> • Some lived experience of the issues local girls are facing and the ability to use this appropriately to support others
Other Requirements	
<ul style="list-style-type: none"> • Willingness to undergo an Enhanced DBS Check 	

Please return your completed application form via email to admin@wearerubies.org

Or mark the envelope as confidential and post to:

Rubies
 14 Middlesbrough Road
 South Bank
 Middlesbrough
 TS6 6NR

If you would like to discuss any aspects of the role, please contact Liz Edwards CEO on 07307 84857 for an informal conversation...we would love to hear from you!

Closing date for applications: 9am Monday 15th November 2021

Interview Date: TBC

