

**JOB DESCRIPTION: Girls Group Co-Ordinator\***

**Job Title:** Girls Group Co-Ordinator

**Hours :** 6 per week initially (Wednesdays)

**Salary:** £12 per hour (£23,400 pro rata)

**Contract Type:** 12 month fixed-term contract (with potential for extension, subject to funding)

**Start Date:** September 2022

**Probationary** 3 months

**Period:**

**Responsible to:** CEO

**Location:** Middlesbrough

**\* *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 GLOW 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: R**espect

**U**nderstand

**B**elieve

**I**nspire

**E**ncourage

**S**tay 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 sessions for each term that are relevant, helpful and fun
* Prepare materials and resources for weekly sessions and brief volunteers before the session
* Lead weekly GLOW sessions on Wednesday evenings, alongside volunteers
* Complete administrative tasks to support with the smooth running of the girls group eg: attendance logs, parental consent forms, social media updates
* Manage a small termly budget and keep up to date records of expenditure
* Attend and contribute to wider Rubies team meetings whenever possible
* Undertake in-house and external training to support the provision of trauma-informed support for girls (overtime will be paid for training)
* 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**

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| **ESSENTIAL** | **DESIRABLE** |
| **Skills, Knowledge & Experience:** | |
| * 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, excel and electronic diaries | * 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 |
| **Education & Qualifications** (proof will be required) | |
| * Educated to a good standard, including passes in Maths and English | * Relevant vocational or work-based training and qualifications eg: youth work |
| **ESSENTIAL:** | **DESIRABLE:** |
| **Personal attributes and qualities** | |
| * Compassionate * Approachable * Honest * Flexible/adaptable * Reliable * A team player * Calm under pressure * Sense of humour | * Some lived experience of the issues local girls are facing and the ability to use this **appropriately** to support others |
| **Other Requirements** | |
| * Willingness to undergo an Enhanced DBS Check * Full driving licence and access to a vehicle for work |  |

Please return your completed application form via email to [admin@wearerubies.org](mailto: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: 5pm Thursday 18th August 2022**



**Interview Date: TBC**