



We are hiring!

Romanian Speaking Youth Work Coordinator

Part time: 16 hours per week

£12– £15 per hour

As a Youth Worker you will be involved in:

- Delivering fun, educational and support STEM activities at Romanian Saturday school for children aged 4 to 11 years.
- Delivering training and activities to young people (14-18) participating in Youth Club programmes, alongside our teams and those of our trusted partners.

You will:

- Administer and organise the organisation activities/events, liaising with our teams and licensing authorities (councils, foundations), assist with risk assessments and health and safety rigour.
- Keep up to date records of the projects, including records of attendance and detailed monitoring. This must include both qualitative and quantitative information of our members.
- Regularly support and update our members and meet with parents and carers.
- Attend and complete training when required and to stay up to date and work in line with our policies and procedures.
- Engage with parents, working flexibly, creatively and in partnership with multi-agency stakeholders in order to meet the Alexz Educational needs and the needs of children and Youths (4-24ys)
- Lease with stakeholders, financiers and partners
- Plan and deliver workshops, hands-on action days, celebratory events, webinars and skill-building activities for young people.
- Attend team meetings and be a proactive member of the Alexz Educational team.
- Respond appropriately to all internal and external clients, treating them at all times with courtesy, helpfulness and respect
- Act as a positive ambassador for Alexz Educational at all times.
- Carry out any other reasonable duties as requested by management

Person specification

Skills, experience or knowledge	Essential/ Desirable
Experience of working directly with young people and youth organisations	E
Ability to vary written and verbal communication effectively, depending on the task at hand and the target audience	E
A passion for working and supporting young people	E
Ability of developing and delivering professional development programmes for organisations and individuals	D
Personal Attributes	
Able to work autonomously on own initiative	E
Ability to work in a changing and flexible organisation	E
Passionate and committed to improving the lives of young	E
Good oral and written communication skills in Romanian and English	E
Excellent organisational skills and attention to detail	E

Benefits:

- Flexible schedule
- Great opportunity to learn and develop skills
- Development opportunities

Your Application

We are asking that you submit a chronological C.V. together with a supporting statement outlining your suitability for the role and demonstrating how you meet the criteria for the role. We want to know how your experience, skills and qualifications meet the needs of the role

You will work remotely and in schools, Youth Centres located in Brent and Harrow, supporting community youth groups, as part of our educational outreach offer and more. The posts will possibly include working in different locations according to young people's needs as they shift over time. Work will include daytime work and weekend.

As an organisation working with children and young people, we do require all employees and volunteers to undertake a DBS disclosure at an appropriate level for their role. You will be asked to complete a DBS application form and provide the required ID during the recruitment process if you are shortlisted for interview