



Job Title: Youth Programmes Coordinator part time (16-25 years)

Organisation: Aston-Mansfield

Location: Aston-Mansfield's Community Centre, various locations in Newham and surrounding boroughs, including residential trips outside of London

Salary details: part time youth coordinator role based on an April 2026 salary including uplifts for new financial year **£33k - pro rata £18,000 based on 3 days a week part time.**

Contract: part time 3 days a week flexible (including evening and weekend)

Reporting to: Youth Program Manager

About Aston-Mansfield

Aston-Mansfield is a charity with a rich history of supporting children, young people, and families in East London since 1884. Based in Manor Park, the organisation focuses on four key areas: children and families, youth empowerment, mental health and well-being, and community development.

Our work with young people includes training workshops, mentoring, youth-led heritage programmes, and other initiatives that help young people build confidence, develop decision-making skills, foster social inclusion, and improve well-being. We are passionate about amplifying youth voices, encouraging young people to join our board as Young Trustees and take on paid Young Facilitator roles to develop their leadership and delivery skills.

Our two most current young adult programmes include: The Heritage Lottery programme second year delivery:

New Voices for Old Stories is our youth-led heritage project which supports young people in investigating our heritage and the heritage of the area and reframing old stories from the past 100 years into new voices.

Newly funded Reaching Communities programme:

Breaking Boundaries Collective: Aims to reduce loneliness and isolation and build stronger relationships across different communities. At the same time, the project will

focus on increasing the social mobility of young people from disadvantaged and low socioeconomic backgrounds. This will be achieved by employing 16 Young Facilitators in key leadership roles as well as engaging 160 young people as Changemakers, providing training and development through learning days and Action Learning Sets using external free lancers.

This programme will have an integrated and community-focused approach, alongside the development of Young Facilitators to lead the project. Breaking Boundaries Collective will build on Aston-Mansfield's existing work and create a safer, happier, and more connected Newham for young people and the wider community.

Purpose of the Role

The Youth Coordinator will coordinate and deliver quality youth sessions and programme activity across Aston-Mansfield youth programmes. You'll help create safe, engaging spaces, support Young Facilitators progression, and ensure sessions run smoothly working closely with the Youth Manager and wider team.

This role is a mix of hands-on youth work and practical coordination (registers, referrals, comms, session planning, partner support, and making sure the programme is well organised and consistent).

Key Responsibilities

1) Youth Work Delivery

- Co-deliver weekly youth sessions (centre-based and community-based) that are safe, structured and genuinely engaging.
- Build trusted relationships with young people, using a strengths-based, trauma-informed approach.
- Support youth voice and youth-led planning helping young people shape activities, themes, trips, and projects.
- Manage behaviour positively and consistently; keep boundaries clear while maintaining warmth and respect.
- Support 1:1 check-in with young people where appropriate and escalate safeguarding concerns.

2) Programme Coordination & Operations

- Coordinate session logistics: room bookings, resources, risk assessments, consent forms, registers, and weekly planning.
- Maintain accurate programme admin: attendance data, monitoring forms, outcomes tracking, incident logs (where required).

- Support recruitment/onboarding of participants: outreach, referrals, parent/carer comms, and follow-ups.
- Support planning and delivery of events, trips, workshops and enrichment opportunities.
- Support volunteers and/or peer leaders (e.g., Young Facilitators) to contribute confidently and safely.

3) Partnerships, Schools & Community partnerships

- Support relationships with local schools, youth services, and community partners to boost referrals and collaboration.
- Represent Aston-Mansfield professionally at community events and partnership meetings when needed.
- Help coordinate guest speakers, facilitators, and partners delivering sessions.

4) Safeguarding, Health & Safety, and Quality

- Always Follow Aston-Mansfield safeguarding policies and safer working practice.
- Complete risk assessments and support safe delivery of activities, trips and events.
- Record and report safeguarding concerns promptly using internal procedures.
- Help maintain a welcoming, inclusive environment zero tolerance for discrimination, bullying or harm.

5) Monitoring, Evaluation & Learning

- Gather youth feedback and help translate it into improvements in session content and delivery.
- Contribute to reports, case studies, and impact capture (quotes, short stories, photos where consented).
- Support the team to evidence outcomes for funders (attendance, engagement, progression, wellbeing, skills).

Person Specification

Essential

- Experience working with young people (ideally 11–19 / 16–25) in a youth work, school, community or mentoring setting.
- Able to plan and deliver engaging sessions and manage group dynamics.
- Strong safeguarding awareness and willingness to follow procedures strictly.
- Organised and reliable: able to manage registers, basic data, comms and session planning.
- Confident communicating with young people, colleagues, parents/carers, and partners.
- Commitment to inclusion, anti-racism, and working effectively with diverse communities.
- Willingness to work evenings and occasional weekends (depending on delivery schedule).

Desirable

- Youth Work qualification (Level 2/3+) or equivalent experience.
- Experience supporting youth-led programmes, peer leadership, or Young Facilitator models.
- Experience delivering employability, wellbeing, sports, creative or community cohesion sessions.
- Experience working with young people facing barriers (e.g., exclusion, social care, mental health, poverty, exploitation risk).
- First Aid, Safeguarding training, Team Teach / de-escalation training (or willingness to train).
- Experience working with funder targets / outcome monitoring.

What We Offer

- A supportive team environment and development opportunities (training, supervision, coaching).
- The chance to contribute to meaningful, youth-led programmes with real community impact.
- A role where your delivery directly shapes young people's experiences and progression.

Safeguarding & Safer Recruitment

Aston-Mansfield is committed to safeguarding and promoting the welfare of children and young people. Appointment is subject to:

- Enhanced DBS check
- References and right to work checks
- Safeguarding checks in line with safer recruitment

How to Apply

Please send:

- A CV
- A short supporting statement (or cover letter) explaining how you meet the role requirements

Send to: edward.karter@aston-mansfield.org.uk

Closing date: 30th April 2026

Interview date: We will interview as and when we receive suitable applications.