

# XLP STRATFORD CENTRE YOUTH WORKER AND ASSISTANT HUB MANAGER (PAID INTERN)

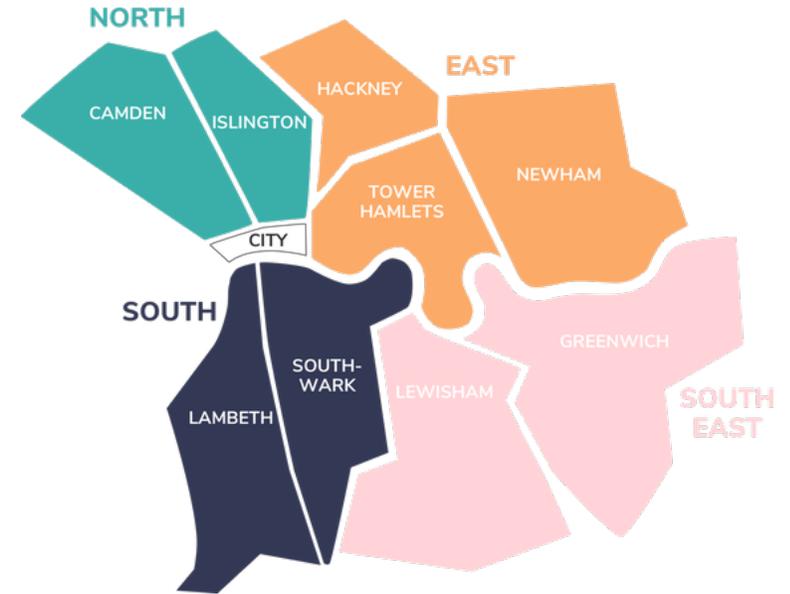
XLP delivers long-term youth work with young people aged 11 – 25 in schools and estate communities. XLP works across nine inner-city boroughs, working with some of the hardest to reach young people in London.

The Stratford Hub is located in the heart of the Stratford Shopping Centre providing a focal point for youth outreach and offering a variety of youth activities.

This internship role will provide opportunities to both co-ordinate and lead a diverse range of youth activities, and also provide support to the team by managing and ensuring development of the youth centre.

This role provides the ideal way of inspiring young people, creating opportunities and developing skills in facilities management, and will work alongside our East London Youth Work Manager.

This role is funded by the Jack Petchey Foundation as part of a [country wide internship programme](#). As part of this role, you will be part of the Jack Petchey Internship Programme with 25 other interns from different youth organisations in London and Essex. This development programme will involve you attending at a launch conference, a six-month update workshop, six professional development workshops through the year and a celebration event at the end of the programme. You will receive an extra training bursary of £1,000 for approved training. You will also be matched with a mentor from another organisation to support you in your professional development. The Jack Petchey Internship Programme training and events will take place in person (subject to covid restrictions) in London and you will be expected to take full part in this programme alongside your role at XLP.



# VALUES

## Our Mission

XLP seeks to empower young people from the most disadvantaged backgrounds to complete their education and avoid anti-social behaviour, gangs and criminality and ultimately become positive contributors to their communities.



XLP puts **young people first**



XLP believes in working for the **long-term**



XLP strives for **excellence**



XLP **works together well**



XLP is rooted in **Christ**

These are the values we live by internally, building us up as an effective community.

We are a Christian charity and are “faith based, but not faith biased”. We work with young people of all faiths and none.

Candidates are required to support, uphold and sustain these values.

As a staff team we are committed to growing in diversity and inclusion and we seek to represent the communities in which we serve. We welcome applications from all backgrounds, ethnicities and genders.

# KEY TASKS AND RESPONSIBILITIES

## Centre Management

- Taking a lead on Stratford Centre bookings;
- Liaising with partner organisations who use the space;
- Understanding bills and budgets, and generating invoices for those who use the space;
- Working with volunteers and youth workers to develop a plan to maximise the use of the building by young people;
- Working with Stratford Centre facilities management team to maintain facilities.

## Youth Work

- Working with the Youth Work Manager to create a pattern of youth opportunities;
- Working in a team to create an open youth club once a week;
- Taking a lead in running holiday week activities;
- Helping to run a Young Leaders group, feeding in thoughts and ideas from young people to shape the programmes;
- Supporting gym, dance and recording studio sessions, gaining experience in a diverse range of youth work opportunities.

## Working with Others

- Working closely with wider members of the XLP team, referring young people to XLP's other projects;
- Contributing as a valued individual to the wider XLP teams, as well as demonstrate an ability to take an initiative and lead other volunteers.



# PERSON SPECIFICATION

The successful candidate will be passionate about creating positive futures for young people and will possess the necessary skills to deliver this unique and innovative project:

It is **essential the successful candidate will;**

- Have strong interpersonal and communication skills;
- Have a keen interest in a range of youth work;
- Be a positive role model and understand the need to set a good example for young people;
- Be an encouraging and patient person;
- Be someone who can think on their feet, likes to try new things and gain new experiences;
- Be comfortable working on your own;
- Be skilled in energising and mobilising volunteers and know how to get the best out of those working with you;
- Have strong organisational skills.

Other **desirable** skills and experience for the successful candidate:

- Relevant youth work qualification;
- Experience of managing a project.

All XLP staff and volunteers have enhanced DBS disclosures and work within strict child protection guidelines.





## Terms of Employment

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This is a full-time role, 37.5 hours per week, which includes some evenings and weekends as required.

<b>Location:</b>	City of London
<b>Contract:</b>	12 months (starts January 2022)
<b>Salary:</b>	£21,547.50 (London Living wage of £11.05 p/h)

## How to Apply

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**How to apply:** You can apply for the role using the online application form at [www.xlp.org.uk/jobs](http://www.xlp.org.uk/jobs)

**Submission Deadline:** Applications should be completed by **Monday 3<sup>rd</sup> January 2022**.

**Interview Process:** Successful candidates will be invited to interview during the **following week**.

If you have any questions about the role, please contact us at [jobs@xlp.org.uk](mailto:jobs@xlp.org.uk)