**Programmes Officer**

BIGKID Foundation is looking for a vibrant, sociable, creative to join its dynamic team of world shakers to help run our youth club at Dexters Adventure Playground. We are looking for someone who loves to make a difference in the lives of young people, being a key figure and role model for the students we engage with.

**Salary + Benefits:**

* £25,000 pro rata
* Part time/30 hours
* Travel expenses covered within a defined radius

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| **About Us** |
| BIGKID’s mission is to end youth violence. We equip young people to take  control of their lives, find, develop and act on their own potential. We strongly  believe that behind every kid is something BIG.  BIGKID is a growing, multi-award winning, organisation with many exciting  Opportunities. Based from our amazing site in Brixton, delivering schools within and beyond Lambeth, this role will enable you to play a key role in delivering our highly acclaimed Breaking Barriers leadership programme, which has proven to turn young lives around. You will join a dynamic passionate team, who will encourage you to try new things and make the  job your own.  BIGKID is possibly the best organisation you will ever work for. The work  environment is flexible, family orientated and buzzing with creativity. |
| **About the role** |
| To provide practical and emotional support and physical activities to young people living in the communities we work in. Specifically, at Dexters APG weekly youth club. **Your main tasks will be:**   * To plan and deliver activities to individuals with a wide range of needs at our Youth Club sessions. * To work unsupervised in a variety of settings. * To support individuals to access opportunities in training, leisure, education and employment. * To provide opportunities for individuals to learn new skills and to have a wide range of life experiences. * To assist individuals to make decisions about their lives. * To provide appropriate and responsible advice to individuals in dealing with daily living through formal and informal mentoring. * To support individuals to foster relationships with local people and maintain existing family relationships. To support individuals to develop daily living skills (for example day-to-day social and domestic activities, such as cooking, healthy eating, budgeting and cleaning) through our youth clubs. * To work as a team with the Outreach Officer and volunteer outreach workers to provide activities that not only impact the young people but also the local community.   **Additional duties and responsibilities include:**   * To implement BIGKID Foundation’s Safeguarding and Equal Opportunities policies in all areas of work. * Preparing for, attending and participating in regular team meetings and one-to-one supervision sessions with your line manager as well as attending appropriate young people-related meetings, as directed. * To keep informed and up to date with regards to current initiatives in relevant education and mental health/well-being related fields. * To represent BIGKID Foundation in a professional manner at all times. * To participate fully in training, as directed. |

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| **You should apply for this job because:** |
| * BIGKID is an effective and fast-growing organisation. * The work is flexible. * You can make the role your own. * You will be part of a fabulous team. * You will be impacting the lives of thousands of young people. * You can bring your ideas to the table and see them through to fruition. |

**Application Process**

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| Stage |  | Dates |
| 1 | Send a completed application form and current CV to: [Unika@bigkidfoundation.org](mailto:Unika@bigkidfoundation.org) | Deadline: 8th October 2024 |
| 2 | * Interview at BIGKID office * Case study * Values assessment * Approx 1.5 hours in total | 14th – 18th October 2024 |
| 3 | A short interview with our young people at the BIGKID youth club.  Approx 30mins | 21st – 25th October 2024 |
| 4 | A final interview with our CEO and trustee. | 28th October – 1st November 2024 |
| 5 | Notify successful applicants | 4th November 2024 |
| 6 | Start date | As soon as possible |

*BIGKID is committed to safeguarding and promoting the welfare of children and young people. In order to meet this responsibility, BIGKID follows a rigorous selection process to discourage and screen out unsuitable applicants.*

*BIGKID requires all employees to undertake an enhanced DBS check. You are required, before appointment, to disclose any unspent conviction, cautions, reprimands or warnings under the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975. Non-disclosure may lead to termination of employment. However, disclosure of a criminal background will not necessarily debar you from employment - this will depend upon the nature of the offence(s) and when they occurred.*