

<b>Job Title:</b>	Assistant Regional Development Coordinator (Internship)
<b>Job Type:</b>	Fixed Term (1 year)
<b>Working Hours:</b>	37.5 hours per week
<b>Salary:</b>	Up to £23,540 available for a young person to undertake an internship. Including paid holiday and pension contributions.
<b>Location:</b>	London
<b>Reports to:</b>	Regional Development Coordinator
<b>Responsible for:</b>	Supporting the delivery and coordination of all aspects of StreetDoctors training and development in London.

### Context

StreetDoctors is an award-winning national charity which trains over 4,500 young people affected by violence each year in emergency first-aid through a team of 400 volunteers. We believe knowledge is power, so we empower young people at risk with the skills to become part of the solution to violence, rather than just being seen as 'part of the problem'. This enables young people affected by violence to develop the skills and confidence to save lives, and increase their understanding of the medical and psychological consequences of violence. Our training is delivered by our movement of young healthcare volunteers (nurses, paramedics and doctors) who work in partnership with criminal justice services, schools, pupil referral units, youth, sports and community groups.

This post is supported by the Jack Petchey Internship Programme and the post holder will be required to take part in the Jack Petchey Internship Development Programme and its mentoring programme. The Jack Petchey Internship development programme is designed for young people who are leaving further or higher education and starting out in the youth/charity sector - or young people who have done one or two years of employment and are looking to transfer into, or take their next career step in, the youth/charity sector. The Jack Petchey Foundation provides funding to support young people in London and Essex and so we are looking for applicants with a strong connection to London or Essex and ideally be currently living in the area. The Assistant Regional Development Coordinator (Internship) role is a twelve-month paid internship to begin during March 2023. You must be ready take up the post by 27 March 2023.

### Main Purpose of Role

As the StreetDoctors assistant for the region, the role will support the following:

- **Relationship Management:** To create, develop and maintain partnerships with a range of organisations including, community organisations, criminal justice organisations, education providers and youth organisations as well as funders of these services.
- **Delivery & Quality Standards:** To ensure the quantity and quality of training sessions and projects meet the required targets, including using lived experience of the context of violence to support the improvement of our service provision.

- **Peer Education and Volunteer Support:** To support young people by delivering our training alongside our volunteers, and also supporting them through their volunteering journey.

## Main Duties & Responsibilities

### Relationship Management:

1. To represent and be an ambassador for StreetDoctors.
2. To ensure the insight from young people, community members, partners and volunteers within the region are listened to and utilised in the development of the StreetDoctors offer.
3. To ensure feedback is gathered and young people's voices are represented within the organisation.
4. To be a member of the Jack Petchey Intern Network and take full part in the Jack Petchey Internship Development Programme.

### Delivery and Quality Standards:

5. To support the delivery of training sessions across the region.
6. To support the implementation of the monitoring and evaluation process.
7. To ensure the business processes are correctly followed in the booking and delivery of sessions.
8. To ensure all StreetDoctors policies and procedures are implemented and followed.
9. To ensure the volunteer management system "Volunteero" is implemented and used for data collection and new processes.

### Peer Education and Volunteer Support:

10. To support the development of local community partnerships and volunteer teams within the region.
11. To support and develop the volunteer journey, from the recruitment, onboarding, training and retention of volunteers, and ensure lived experiences are valued.
12. To support the development and implementation of the StreetDoctors volunteer advisory panel and ensure young people are heard, valued and recognised.
13. To provide coaching and peer education to volunteers and ensure "lived experience" is used to support the StreetDoctors quality training offer.
14. To work with peers and young people affected by violence to increase their voices across StreetDoctors and support the effectiveness of our targeted communications.
15. To support the design and delivery of a broad range of training courses.

### Other Key Activities:

16. To actively participate in staff meetings, training activities and events.

17. Maintain and actively promote an organisational culture that embraces the StreetDoctors' values.
18. Support the development of new national StreetDoctors projects and initiatives, including carrying out any other duties that may be required to meet the needs of the charity.
19. As part of this role, you will be part of the Jack Petchey Internship Programme with 30 other interns from different youth organisations in London and Essex. This development programme will involve you attending a launch conference, four 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 in London and you will be expected to take full part in this programme, alongside your role at StreetDoctors.

Person Specification Criteria	Essential/ Desirable
<p><b>Knowledge &amp; Skills</b></p> <ul style="list-style-type: none"> <li>• An understanding of engaging with and training young people.</li> <li>• An understanding of the causes of street violence affecting young people, and its solutions, as well as lived experience of its context.</li> <li>• A good understanding/ knowledge of community engagement and young person led projects/ peer education.</li> <li>• Good organisational and communication skills, both written and oral.</li> <li>• The implementation of Safeguarding procedures and safe systems of working for young people, volunteers, adults and staff.</li> </ul>	<p>Desirable</p> <p>Essential</p> <p>Desirable</p> <p>Essential</p> <p>Essential</p>
<p><b>Experience</b></p> <ul style="list-style-type: none"> <li>• Experience of working and engaging within a youth, community or training environment.</li> <li>• Experience in relationship management.</li> <li>• Proven ability in problem solving, innovation and creativity.</li> <li>• Experience or understanding of project management and evaluation.</li> <li>• Experience of working with young people, volunteers or staff in a variety of settings.</li> </ul>	<p>Desirable</p> <p>Desirable</p> <p>Desirable</p> <p>Desirable</p> <p>Desirable</p>
<p><b>Behaviours</b></p> <ul style="list-style-type: none"> <li>• Ability to work on your own initiative and as part of a team.</li> <li>• Ability to communicate diplomatically and clearly with a range of stakeholders.</li> <li>• Leads by example in upholding values, inspiring, motivating and supporting colleagues.</li> <li>• Promotes inclusive practice and diversity.</li> </ul>	<p>Desirable</p> <p>Desirable</p> <p>Desirable</p> <p>Essential</p>