



Job Description & Person Specification Young Parent Co-ordinator

JOB DETAILS	
Contract Term:	12 month Fixed-Term
Hours:	37.5hrs
Location:	TOKKO Youth Space, 7, Gordon Street, Luton, Beds. LU1 2QP
Pay:	£27,800
Reports to:	Children and Young Person's Services Manager

Who We Are

Tokko Youth Hub is a charity in the heart of Luton supporting young people aged 13 yrs – 19 yrs or up to 24 yrs for those with Special Educational Needs (SEND) or young parents. Through weekly group sessions at our purpose-built facility and outreach in schools and the community, we provide a variety of activities and 1:1 support, fostering positive outcomes and holistic development to empower and encourage young people to lead happy and healthy lives.

What We Do

We facilitate six core weekly groups, the Drop-in, Just Like You Inclusion Group, OK2B, Ladies with Positive Attitudes, Boys 2 Men and Young Parents, and two support services, Brief Intervention Counselling and the Freedom Programme. These initiatives and our purpose-built facility's safe and inclusive environment provide opportunities to explore new interests and personal development and access specialist support for those facing challenges, helping all young people achieve their full potential.

Our Vision

All young people in Luton to be happy, healthy and to aspire.

Our Mission

To support young people aged 13 yrs – 24 yrs by engaging, encouraging, and empowering them to lead happy, healthy lives and reach their full potential.

Our Values

Supportive: We provide a nurturing environment where every young person feels valued.

Welcoming: Our doors are open to all, embracing diversity and inclusivity.

Inclusive: We believe in equal opportunities, ensuring no one is left behind.

Progressive: Continuously innovating to meet the evolving needs of our community.

Trustworthy: Building relationships based on integrity, transparency, and mutual respect.

Purpose of the Role

Young parents often face significant challenges such as housing insecurity, financial hardship, social isolation, and mental health concerns, which can impact their ability to provide a safe and nurturing environment for their children. This role exists to deliver tailored support that empowers young parents and expectant parents aged up to 25 to overcome these barriers, build resilience, and create positive futures for themselves and their families.

The Young Parent Project exists to make a real difference in the lives of young parents and expectant parents aged up to 25. This role is about more than providing support—it's about empowering young families to overcome challenges and build brighter futures. As Young Parent Coordinator, you will be a trusted advocate and source of guidance, helping young parents navigate issues such as housing, benefits, education, employment, and wellbeing.

You'll work closely with health professionals, social care, and community partners to ensure young parents receive the right help at the right time. From supporting those experiencing domestic abuse or mental health difficulties to representing parents in key meetings like Child Protection and Team Around the Family, you will play a vital role in safeguarding and promoting positive parenting.

This is an opportunity to lead a programme that transforms lives—helping young parents feel confident, connected, and equipped to create safe, nurturing environments for their children. By delivering tailored interventions and building strong relationships, you will enable young families to thrive and achieve their aspirations.

Key Responsibilities:

- Engage in collaborative partnerships with multidisciplinary colleagues across Luton to enhance service delivery, share information appropriately, and maintain effective communication.
- Participate as needed in Team Around the Family meetings, Child Protection case conferences, and core group meetings, adhering to the Local Safeguarding Children's Board Policies and Procedures.
- Conduct assessments with young people to evaluate the impact of their lived experience and identify potential needs.
- Provide direct support and guidance to young parents, either on a one-on-one basis or in groups, partnering with other agencies in their homes or community settings to promote their health and well-being.
- Ensure that service delivery is customised to accommodate the diverse needs of the community by removing barriers to participation.
- Maintain accurate, relevant, and organised confidential records, including Child Protection/Early Help Assessments, Safe at Home assessments, MARAC, and DASH documentation.
- Assist young mothers in fostering their children's physical and emotional development.
- Keep comprehensive records as required, including casework notes, statistics, observations, assessments, and targets, while contributing to the project's ongoing evaluation.

- Plan, prepare, and facilitate initiatives relevant to the needs of young parents, such as the Freedom Programme.
- Contribute to the Teenage Pregnancy Referral Pathway and the Support Pathway for Young Parents by collaborating to develop and implement best practices, create materials and strategies, and disseminate expertise.
- Prepare quarterly and yearly reports are completed and submitted within deadlines.
- Promote TOKKO and its various projects and services.
- Participate in day-to-day youth activities at Tokko Youth centre, including evening and weekend responsibilities as required.
- Achieve agreed-upon financial and non-financial targets.
- Act as an ambassador for TOKKO at all times, including attending and speaking at networking
- Perform any other duties as directed by and agreed upon with the CEO.

Person Specification

Essential

- Degree in Child and Adolescent Studies, Social Work, Youth Work or equivalent
- Level 3 Safeguarding
- Extensive demonstrable experience working directly with children, young people and families. (Minimum of 3 years)
- Experience of working with young people who have or are experiencing domestic abuse, CSE (Child Sexual Exploitation), CCE (Child Criminal Exploitation) or HBA (Honor Based Abuse)
- Experience of planning, adapting and implementing evidenced based interventions intended to change behaviours and achieve positive outcomes
- Experience of undertaking Risk Assessments determining level of need and if a young person is at risk of serious harm
- Significant experience of multi-agency working
- Experience of effective reporting on outcomes and progress
- Excellent organisational skills and ability to plan ahead, keep records, manage deadlines and prioritise workload
- Tenacious and creative engagement skills with young people and families leading to positive change
- Understanding of child and adolescent development, and the impact of transitions on young people
- Excellent written and verbal communication skills
- Good level of IT literacy, including good knowledge of Microsoft Office
- Demonstrable ability to approach and engage young people in positive activities.
- Demonstrable ability to engage with the local community and exercise cultural understanding
- Demonstrable knowledge and understanding of Health & Safety issues
- Demonstrable knowledge of safeguarding children and child protection practice
- Work collaboratively with colleagues and professionals
- Ability to form and maintain appropriate relationships and implement boundaries with young people.
- Ability to motivate and engage young people
- Have an understanding and empathy for young people

- Collaborative and innovative
- Creative and proactive with a 'can do' attitude
- Comfortable working in a team environment but also able to work on own initiative
- Be a good ambassador for TOKKO and comfortable collaborating with external partners
- Commitment to ensuring equality of access and treatment to all in employment and service delivery
- Commitment to upholding the ethos, core values and reputation of TOKKO

Desirable

- Experience of lone working
- Demonstrable knowledge of local services for children and young people.
- Ability to understand and manage data (including numerical) and to create reports and analysis.

Safeguarding Commitment

Tokko Youth Hub is committed to proactively safeguarding children, young people, beneficiaries, and staff and to taking reasonable steps to protect all those who come into contact with the Charity from harm. The safety and welfare of everyone affected by the Charity's activities, especially children and young people, is a key governance priority. As part of our recruitment and selection process and commitment to safeguarding, we will undertake a Disclosure and Barring Service (DBS) check of all individuals in this role. Any offer of employment will be subject to a satisfactory disclosure report.