

JOB DESCRIPTION

Job Title:	BoA Youth Deputy Coordinator	
Post number and grade:	BoA – Y03	Grade SCP 5 - 6 (12 hrs p/w)
Contract:	This is a permanent, part-time contract	
Hours	12 hours per week split between Tuesdays and Thursdays. A degree of flexibility is required. Additional hours may also be required at weekends and during school summer holidays.	
Reports to:	BoA Youth Coordinator	
Additional:	This post requires an enhanced DBS check	

Job overview
<p>Bradford on Avon is an historic town with a strong sense of community and identity. Bradford on Avon Town Council aims to create a strong community where everybody has the opportunity to engage with and contribute to a successful town.</p> <p>BoA Youth offer free weekly sessions for children aged 8 and over. The open, flexible nature of the sessions, provide a safe, social space for young people in the town, in which to relax, play, make new friends and enjoy a variety of activities.</p> <p>As part of the BoA Youth team, you will support - and in the absence of the BoA Youth Coordinator, manage - the popular Tuesday evening sessions for 8 to 12 year olds as well as our teen drop in sessions on Tuesday and Thursday evenings.</p> <p>Additional hours may also be required at weekends and during school holidays to support town council events and the provision of extra activities for children.</p> <p>We're looking for someone with plenty of energy, who enjoys working with young people, is confident leading a team and is passionate about building on the success of BOA Youth.</p> <p>Those interested in the position are encouraged to attend a Tuesday evening session before applying.</p>

Main duties and responsibilities

- to support the BoA Youth Coordinator in the planning and delivery of BoA Youth sessions
- to deputise for the BoA Youth Coordinator in their absence; planning and running the relevant sessions
- help maintain a welcoming and safe environment for all young people
- act as a mentor for the children and young people who attend the sessions
- to complete relevant training as required.

Special conditions of post

- to undertake duties at any site operated by the town council to include some evenings, weekends and bank holidays as required
- attend any appropriate meetings or events as required.

Person specification

Essential qualifications, knowledge and experience required for this role:

- grade C/4 or higher in maths and English GCSE
- experience of managing large groups of children
- confident in planning and initiating activities
- organised, motivated and enthusiastic – with the ability to use your own initiative and make decisions
- a flexible and versatile approach to work – including the ability to work on your own and as part of a team
- committed and reliable individual with good timekeeping.

Desirable (but not essential) knowledge and experience:

- experience of working with older children and young people in a child-led approach
- knowledge of child development and trauma-informed approach
- managing challenging behaviour in a constructive way
- awareness of current concerns and needs of young people and strategies to support
- Level 3 or higher certificate in relevant subject area
- an understanding of safeguarding processes
- awareness of working with children in a relational way to provide a safe environment which is not school or specifically focused
- an awareness of approaches for working with those who are neurodiverse.

General information about the role – and working for the town council

Equal opportunities

All employees have a responsibility to understand and abide by the obligations laid down by Bradford on Avon Town Council's Equality, Diversity & Inclusivity Policy.

Health and safety

To be responsible for your own health and safety and that of anybody else who may be affected by your acts or omissions.

To ensure that, on a day-to-day basis, work is conducted within the framework of all local and legislative health and safety guidelines and policy.

To implement and adhere to Bradford on Avon Town Council's Health and Safety Policy and procedures.

Safeguarding

Safeguarding is a collective responsibility. All town council employees, councillors and volunteers should have a clear understanding of Bradford on Avon Town Council's Safeguarding Policy and play a full and active part in its delivery.

Confidentiality

The post holder is required to work in a confidential and professional manner and to uphold the good reputation of the council.

Eligibility to work

In order to comply with employment legislation, the successful candidate will be asked to provide evidence of their identity in order to prove their eligibility to work in the UK.

Undertaking other duties

The duties and responsibilities of the post are not restrictive, and the post holder may be required to undertake other duties from time to time. Any such duties should not however, substantially change the general character of the post.

We encourage interested applicants to attend a youth club session ahead of completing the application.

To arrange a visit, please contact the Community Engagement & Development Officer, George Tomlinson at gtomlinson@bradfordonavontowncouncil.gov.uk

If you would like more information or have a chat about the role, you can call us on 01225 864240.

How to apply for this role

You can download a copy of our job application form from the town council website: current job vacancies at Bradford on Avon Town Council.

If you would prefer a printed copy of the form:

- email us at office@bradfordonavontowncouncil.gov.uk

- call us on 01225 864240
- come in to see us at our Kingston House office.

Closing date for applications is Friday 26 June 2026.

Please contact us if you have any difficulties and we'll be happy to help you.

This job description was last updated on 29 May 2026.