



## TOKKO - Job Description & Person Specification Young Parent Co-ordinator

| JOB DETAILS           |                                                           |
|-----------------------|-----------------------------------------------------------|
| <b>Contract Term:</b> | 12 month Fixed-Term                                       |
| <b>Hours:</b>         | 37hrs                                                     |
| <b>Location:</b>      | TOKKO Youth Space, 7, Gordon Street, Luton, Beds. LU1 2QP |
| <b>Pay:</b>           | £27,800                                                   |
| <b>Reports to:</b>    | Children and Young Person's Services Manager              |

| ORGANISATION OVERVIEW                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |
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| <p>TOKKO Youth Hub is a dynamic charity based in Luton, dedicated to empowering young people aged 13–19, and up to 24 for those with special educational needs and disabilities (SEND). Our mission is to create a safe, inclusive, and welcoming environment where young people can thrive, develop skills, and build positive futures. Through a wide range of programmes, activities, and targeted support, we help young people overcome barriers, improve wellbeing, and achieve their aspirations.</p> <p>At the heart of TOKKO's work are our core values: <b>Welcoming, Inclusive, Supportive, Safe, and Progressive</b>. These principles guide everything we do—from delivering youth-led projects and personal development opportunities to providing specialist interventions for those facing complex challenges. We work collaboratively with local partners, schools, health services, and community organisations to ensure young people receive holistic support tailored to their needs.</p> <p>By joining TOKKO, you become part of a passionate team committed to making a lasting difference in the lives of young people and their families.</p> |

| CONTEXT                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |
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| <p>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.</p> |

| POST PURPOSE                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |
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| <p>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.</p> <p>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</p> |



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**

#### **Key Responsibilities:**

- Engage in collaborative partnerships with multidisciplinary colleagues across Luton to enhance service delivery, share information appropriately, and maintain effective communication.
- Assist young parents in fostering their children's physical and emotional development.
- 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.
- 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.
- 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.
- 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.
- 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.

TOKKO is an equal opportunities employer and is fully committed to safeguarding and promoting the welfare of young people as its utmost priority and expects all staff and volunteers to share this commitment. Health and safety compliance is expected and crucial to all roles. Applicants must be able to provide evidence of having the right to live and work in the UK and will be required to undertake an enhanced criminal background check from the Disclosure & Barring Service.

**TOKKO Ltd is registered charity (1156805)**



## TOKKO Youth Hub

### Person Specification

| Attribute                                                                                                                                                                          | Essential (E)<br>Desirable (D) |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------|
| <b>Qualifications</b>                                                                                                                                                              |                                |
| Degree in Child and Adolescent Studies, Social Work, Youth Work or equivalent                                                                                                      | D                              |
| Level 3 Safeguarding                                                                                                                                                               | D                              |
| Level 3 Family work                                                                                                                                                                | E                              |
| <b>Experience</b>                                                                                                                                                                  |                                |
| Extensive demonstrable experience working directly with children, young people and families. (Minimum of 3 years.)                                                                 | E                              |
| Experience facilitating/ Co- facilitating Parenting Programmes                                                                                                                     | D                              |
| Experience of lone working                                                                                                                                                         | D                              |
| 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) | D                              |
| Experience of planning, adapting and implementing evidenced based interventions intended to change behaviours and achieve positive outcomes.                                       | E                              |
| Experience of undertaking Risk Assessments determining level of need and if a child is at risk of harm.                                                                            | E                              |
| Understanding of child and adolescent development, and the impact of transitions on children and young people.                                                                     |                                |
| Experience of multi-agency working                                                                                                                                                 | E                              |
| Experience of effective reporting on outcomes and progress.                                                                                                                        | E                              |
| <b>Skills</b>                                                                                                                                                                      |                                |
| Excellent organisational skills and ability to plan ahead, keep records, manage deadlines and prioritise workload                                                                  | E                              |
| Tenacious and creative engagement skills with young people and families leading to positive change.                                                                                | E                              |
| Demonstrable knowledge of local services for children and young people.                                                                                                            | E                              |
| Excellent written and verbal communication skills                                                                                                                                  | E                              |
| Good level of IT literacy, including good knowledge of Microsoft Office                                                                                                            | E                              |
| Ability to understand and manage data (including numerical) and to create reports and analysis                                                                                     | D                              |
| Demonstrable ability to approach and engage young people in positive activities.                                                                                                   | E                              |
| Demonstrable ability to engage with the local community and exercise cultural understanding.                                                                                       | E                              |
| Demonstrable knowledge and understanding of Health & Safety issues                                                                                                                 | E                              |
| Demonstrable knowledge of safeguarding children and child protection practice                                                                                                      | E                              |
| <b>Personal qualities</b>                                                                                                                                                          |                                |
| Work collaboratively with colleagues and professionals                                                                                                                             | E                              |
| Ability to form and maintain appropriate relationships and implement boundaries with young people.                                                                                 | E                              |
| Ability to motivate and engage young people                                                                                                                                        | E                              |
| Have an understanding and empathy for young people                                                                                                                                 | E                              |
| Collaborative and innovative                                                                                                                                                       | E                              |
| Creative and proactive with a 'can do' attitude                                                                                                                                    |                                |
| Comfortable working in a team environment but also able to work on own initiative                                                                                                  | E                              |



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| Commitment to ensuring equality of access and treatment to all in employment and service delivery | <b>E</b> |
| Commitment to upholding the ethos, core values and reputation of TOKKO                            | <b>E</b> |