

Youth Officer

Job Description and Person Specification

Position Details

Position: Youth Officer	Department: Education	Reporting to: Education Manager
Salary: £20,700 - £24,000 Grade: 4-5	Contract: Fixed term	Hours per week: 37.5hrs any 5 from 7 days

Overall Objective: To recruit and engage participants on the Career Sparks Programme and to support and deliver a variety of education and youth-based courses within Milton Keynes and the surrounding areas.

Job Description	Person Specification
<p><u>Main Objectives</u></p> <ul style="list-style-type: none"> • To be the main contact and coordinator for the programme and to design and deliver education based programmes to young people 14-25 years. • To oversee the organisation and delivery of events; including pre-programme engagement, delivery, graduation events, post programme and alumni activity. • To ensure appropriate safeguarding and health and safety procedures are implemented and followed throughout the programme for all activities and necessary records are kept. <p><u>Summary of Duties</u></p> <p>To work with other members of the education team to coordinate all areas of the health, inclusion and education programmes</p> <ul style="list-style-type: none"> • To support delivery of the programmes for individuals and groups of young people that enhance employability, personal and professional development. • To book all necessary venues and arrange other resource needs • To market the Career Sparks programme through schools and colleges; use of existing channels and mechanism – e.g. match day programmes, websites, ongoing youth activities; and identification of innovative ways to attract young people • To recruit young people, from a diverse range of backgrounds on to the local programme using a variety of mechanisms. • To ensure appropriate safeguarding and health and safety procedures are implemented and followed throughout the programme for all activities 	<p><u>Essential</u></p> <p>The successful candidate will be required to complete an enhanced DBS check</p> <ul style="list-style-type: none"> • JNC Level 6 Youth Work qualification • Skills, knowledge and experience • Experience of delivering projects relating to education and/ or sport with participants aged 14 – 25 • Experience of working with young people in a school/informal youth work setting • An understanding of the issues faced by young people • Good communication skills, both verbal and written • Knowledge of educational pathways and alternatives. • An ability to demonstrate good administrative skills • Ability to coordinate workload and manage timescales • Proven planning and organisational skills • Proven track record of working with external partners • A relevant education, sport or leisure qualification at degree level or equivalent • Willing to work unsociable hours • Able to drive and have access to a car • Able to work as a team <p><u>Desirable</u></p> <ul style="list-style-type: none"> • A relevant Education, Sport or Leisure Qualification at Level 4 • Management Qualification • PGCE/Cert Ed or youth work qualification • Experience of managing and training staff • Experience • Experience of Health and Safety and/or Welfare and Safeguarding policies and procedures

<ul style="list-style-type: none"> • Working with existing partners and exploiting new partnership opportunities, to ensure successful recruitment and delivery of the programme • To support transitions and direct individuals to relevant pathways and progressions. • To carry out all monitoring and evaluation processes and reporting required for Career Sparks and other youth work programmes developed in the role. 	<ul style="list-style-type: none"> • Experience with Spreadsheets and Database • Able to manage budgets and authorise payments • Examples of self-motivation and the ability to work on own initiative • Experience of recruiting and working with volunteers
Behavioural Indicators	
<p>Entry</p> <ul style="list-style-type: none"> • Process management (Functional Skills) • Self - Development (Personal Attributes) • Planning and Prioritisation (Delivery at Pace) • Challenging the Status Quo (Delivering at Pace) • Drive for results (Delivery at Pace) • Impact and influence (People Skills) • Understanding the Organisation (Thinking) • Analytical Thinking (Thinking) • Entrepreneurship (Thinking) • Big Picture Thinking (Thinking) • Commercial Edge (Delivery at Pace) 	<p>Skilled</p> <ul style="list-style-type: none"> • Leading Edge Thinking (Functional Skills) • Formal Communication (Functional skills) • Functional Skills (Functional Skills) • Confidence and Commitment (Personal Attributes) • Resilience (Personal Attributes) • Respect for others (Personal Attributes) • Integrity and trust (Personal Attributes) • Passion for Customers (Delivery at Pace) • Leading a Team (People Skills) • Leading Change (People Skills) • Developing Others (People Skills) • Skillful Conversations (People Skills)
Reference: C0503	Closing date: 1 st July 2019