

# Youth and Community Officer

## Job Description and Person Specification

<b>Position Details</b>		
<b>Position:</b> Youth and Community Officer	<b>Department:</b> Community and Education	<b>Reporting to:</b> Head of Community, Education and Employment
<b>Salary:</b> £21 – 24,000	<b>Repo</b>	<b>Contract:</b> Fixed term
	<b>Hours per week:</b> 37.5hrs any 5 from 7 days	

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

<b>Job Description</b>	<b>Person Specification</b>
<p><b><u>Main Objectives</u></b></p> <ul style="list-style-type: none"> <li>To be the main contact and coordinator for programmes and to design and deliver community and education-based programmes to all ages.</li> <li>To support young people to develop social action projects in schools and the wider community</li> <li>To oversee the organisation and delivery of events; including pre-programme engagement, delivery, graduation events, post programme and alumni activity.</li> <li>To support existing community project workers where young people may not be the key target group</li> <li>To ensure appropriate safeguarding and health and safety procedures are implemented and followed throughout the programme for all activities and necessary records are kept.</li> </ul> <p><b><u>Summary of Duties</u></b></p> <p>To work with other members of the community and education team to coordinate all areas of the health, wellbeing, inclusion and education programmes</p> <ul style="list-style-type: none"> <li>To support delivery of the programmes for individuals and groups of young people that enhance employability, personal and professional development.</li> <li>To book all necessary venues and arrange other resource needs</li> <li>To market the UK Youth 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</li> <li>To recruit young people, from a diverse range of backgrounds on to the local programme using a</li> </ul>	<p><b><u>Essential</u></b></p> <p><b>The successful candidate will be required to complete an enhanced DBS check</b></p> <ul style="list-style-type: none"> <li>JNC Level 6 Youth Work qualification</li> <li>Skills, knowledge, and experience</li> <li>Experience of delivering projects relating to education and/ or sport with participants aged 14 – 25</li> <li>Experience of working with young people in a school/informal youth work setting</li> <li>An understanding of the issues faced by young people</li> <li>Good communication skills, both verbal and written</li> <li>Knowledge of educational pathways and alternatives.</li> <li>An ability to demonstrate good administrative skills</li> <li>Ability to coordinate workload and manage timescales</li> <li>Proven planning and organisational skills</li> <li>Proven track record of working with external partners</li> <li>A relevant education, sport or leisure qualification at degree level or equivalent</li> <li>Willing to work unsociable hours</li> <li>Able to drive and have access to a car</li> <li>Able to work as a team</li> </ul> <p><b><u>Desirable</u></b></p> <ul style="list-style-type: none"> <li>A relevant Education, Sport or Leisure Qualification at Level 4</li> <li>Management Qualification</li> <li>PGCE/Cert Ed or youth work qualification</li> <li>Experience of managing and training staff</li> <li>Experience</li> <li>Experience of Health and Safety and/or Welfare and</li> </ul>

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