

# Youth Officer MK Dons SET

<b>Position:</b> Youth Officer	<b>Department:</b> Community and Engagement	<b>Reporting to:</b> Sue Quinn Head of Community and Engagement
<b>Salary:</b> £12.80 per hour	<b>Contract:</b> 6 hours	<b>Hours per week:</b> 6 hours per week with possible additional hours

**Job purpose:**

To support the delivery of youth social action projects in Milton Keynes and work with other members of the community and education team to coordinate all areas of the health, wellbeing, inclusion and education programmes. 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 promote 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
- To recruit young people, from a diverse range of backgrounds on to the local programme using a variety of mechanisms.
- To develop initiatives to work directly with young people within the community
- To coordinate and support delivery of community social action programmes to young people 14-25 years.
- To support young people to develop social action projects in schools and the wider community
- To support the delivery of events; including pre-programme engagement, delivery, graduation events, post programme and alumni activity.
- To support existing community project workers where young people may not be the key target group
- To ensure appropriate safeguarding and health and safety procedures are implemented and followed throughout the programme for all activities and necessary records are kept.

**Essential & Desirable Job Criteria:**

**Essential**

**The successful candidate will be required to complete an enhanced DBS check**

**The successful candidate will be required to complete an enhanced DBS check**

- JNC Level 3 Youth Work qualification or equivalent
- Experience of delivering projects relating to informal education and/ or sport with participants aged 14 – 25 in a school or informal youth setting
- An understanding of the issues faced by young people
- Conflict resolution skills
- 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
- Willing to work unsociable hours

- Able to drive and have access to a car
- Able to work as a team
- Understanding of Health and Safety and/or Welfare
- Clear understanding of Safeguarding policies and procedures
- Knowledge of the different communities in Milton Keynes and how to recruit participants to the programme
- Ability to motivate and build rapport with participants
- Knowledge of MK Dons SET its programmes and ethos
- An ability to keep and maintain records
- Good communication skills, both verbal and written
- An ability to demonstrate good administrative skills
- Ability to work to deadlines
- Ability to set and work towards achieving targets
- Ability to develop and implement high quality, varied and creative coaching
- Good team worker and Self-motivated
- Ability to coordinate workload
- Ability to develop good working relationships with Staff and partners
- Willingness to work evenings, weekends and training events when required
- Ability to travel to delivery destinations essential

**Desirable**

- Experience with working with Data entry systems for reporting
- Examples of self-motivation and the ability to work on own initiative
- Experience of recruiting and working with volunteers

**Role Competencies:**

**Planning Timescales:**

- Deliver the programmes in the allocated time period
- Prioritising workloads to achieve timescales

**Skill Level:**

- Confidence and Commitment (Personal Attributes)
- Resilience (Personal Attributes)
- Respect for others (Personal Attributes)
- Integrity and trust (Personal Attributes)

**Communication:**

- Leading a Team (People Skills)
- Developing Others (People Skills)
- Skillful Conversations (People Skills)

**Operating Parameters:**

-

Competency Total:

Level