

Senior Youth Engagement Officer

Job Description

Job Title: Senior Youth Engagement Officer

Salary Band: £21,638-24,342

Location: PYF locations across Coventry

Hours of Work: 40 per week

Contract: 1 Year (with potential for extension)

To apply please send your CV and cover letter to: info@positiveyouthfoundation.org

Deadline for applications: 5pm, Friday 8th October 2021

Job Purpose:

Under the supervision of the PYF Management Team & Programme Leads, support the design & delivery of a range of youth focussed programmes within our community engagement projects. The programmes will be targeted at young people who may be outside of mainstream provision or identified to be in need of support services due to living in challenging circumstances.

- Preparing, designing and developing new programmes, sessions & resources both independently and as part of a team
- Lead on the engagement and delivery of a variety of programmes targeting diverse groups of young people experiencing challenges
- Supporting the development quality IAG & being equipped to signpost young people to specialised provision and support elements of Safeguarding
- Support young people to access a range of provision across strands within the organisation in a group and 1:1 capacity.
- Build positive and encouraging relationships with young people, in order to support them in their personal development
- Possess the skills to be able to involve young people in decisions that directly affect them & create platforms and opportunities for youth voice, whilst advocating for young people consistently
- To complete a range of monitoring and evaluation processes – including detailed case studies and additions to funder reporting

Positive Youth Foundation

The Techno Centre, Coventry University Technology Park

Tel: 02476158550

Email: info@positiveyouthfoundation.org

Charity Number: 1145284

Main Duties and Responsibilities:

1. To directly deliver a range of healthy-lifestyle and mentoring programmes ensuring that they run smoothly and safely, in particular with young people who may have challenging lifestyle circumstances.
2. To motivate and encourage participants to take part in activity sessions, volunteering and social action projects.
3. To ensure satisfactory levels of health and safety at sessions in accordance with PYF procedures
4. To be fully aware of, and understand emergency procedures at session venues and then be able to deal with emergencies quickly and efficiently.
5. To confidently communicate verbally with participant groups, parents/guardians and partner agencies
6. To keep the PYF management team regularly informed on progress, problems and incidents at sessions, either in person or by telephone.
7. To maintain a professional appearance by wearing uniform and carrying an ID badge at all times having a positive presence at all sessions
8. To complete timetabling responsibilities for sessions that you are leading in addition to corresponding with staff members, the delivery team and Programme Leads
9. Support the implementation of a comprehensive media and communication strategy including collating content for social media platforms
10. Key Holder responsibility for opening and closing venues securely and comprehensively
11. To carry out all duties of the job with due regard to PYF's Equal Opportunities Policy

All duties and responsibilities must be carried out with due regard to PYF's Policies and Procedures.

All duties and responsibilities must be carried out with due regard to the Positive Youth Foundation Health and Safety Policy.

Post holders will be accountable for carrying out all duties and responsibilities with due regard to the Positive Youth Foundation Equal Opportunities Policy.

Duties which include processing of any personal data must be undertaken within the corporate data protection guidelines.

Responsible for: Staff and providers employed as part of the strand.

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Person Specification

| Area | Description | Criteria will be measured by: |
|------------------------------|--|---------------------------------|
| Knowledge: | Knowledge and understanding of equal opportunities and its practical application, in particular to young people with challenging circumstances. | CV & Cover Letter and Interview |
| | Knowledge and awareness of issues surrounding safeguarding children, in particular within a targeted youth work setting | CV & Cover Letter |
| | Knowledge of how to deliver a safe and engaging programme of positive activity for disengaged learners | Interview |
| | Knowledge of how the PYF approach to supporting young people is relevant and credible | Interview |
| Skills and Abilities: | To accurately record information in writing. | CV & Cover Letter |
| | Verbal communication and listening skills, in particular with vulnerable young people | CV & Cover Letter and Interview |
| | Ability to engage with a variety of target groups including young people, partner agencies and colleagues | Interview |
| | Ability to plan activities at a team level, motivating staff and volunteers to deliver high quality provision | CV & Cover Letter and Interview |
| | Ability to respond effectively and quickly to emergencies. | Interview |
| | Ability to work within and contribute towards a team approach | CV & Cover Letter and Interview |
| | Ability to motivate participants to take part in positive activity | Interview |
| | To be punctual and reliable when delivering sessions | CV & Cover Letter and Interview |
| | To be able to consult and involve young people and relevant partners to get their feedback and thoughts which will help them to be involved decisions. | CV & Cover Letter and Interview |
| Experience: | At least two years paid experience of delivering targeted youth-based interventions. | CV & Cover Letter |

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| Educational: | Hold a minimum Level 2 Leadership Award or industry equivalent | CV & Cover Letter |
| Special Requirements: | This post is exempt from the provisions of the Rehabilitation of Offenders Act 1974. A Criminal Record Disclosure will be required prior to appointment. | Interview |
| | We are committed to safeguarding and promoting the welfare of children and young people/vulnerable adults and expects all staff and volunteers to share this commitment | Interview |

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