

HARBOROUGH DISTRICT COUNCIL - JOB DESCRIPTION

POST: Youth Engagement Officer - Full-time 37hrs per week

TEAM: Community Partnerships

GRADE: 5

POST NO.: CP 2024

SERVICE AREA: Community Partnerships

RESPONSIBLE TO: Community Engagement Officer

VARIATIONS TO STANDARD CONDITIONS OF SERVICE

1. This is a description of the job as it is constituted at the date shown below. It is the practice of this Authority to periodically examine employee's job descriptions and to update them to ensure that they relate to the job as then being performed, or to incorporate whatever changes are being proposed. This procedure is jointly conducted by each manager in consultation with those working directly to them. You will therefore be expected to participate fully in such discussions. It is the Authority's aim to reach agreement to reasonable changes, but if agreement is not possible management reserves the right to insist on changes to your job description after consultation with you.
2. DBS check and will be required to work evenings/ weekends on occasion.
3. Full-time fixed term post for 2 years.

DATE ISSUED: April 2024

JOB PURPOSE:

To work across the district of Harborough engaging with young people through schools, voluntary organisations and other communities/groups supporting young people. To develop a Youth Council who will work with the Council to bring forward issues faced by young people and alongside enable young people to feed into council processes/strategies to influence and inform decisions that affect their lives or on which they have strong opinions. To lead on the delivery of the outcomes from the Council's Young Persons Opportunities Plan

PRINCIPAL RESPONSIBILITIES:

1. Support young people to get involved in their communities and democracy locally by establishing a Youth Council who can make a difference as volunteers working with decision-makers and leaders.
2. To research and analyse best practice across the district to share with existing groups, with new emerging groups and other organisations who support young people.
3. To ensure the inclusive engagement of young people to understand needs and identify gaps in community provision including access to health, education, work and leisure.

4. To work with and coordinate input from services across the council and promote the needs of young people to staff internally.
5. To support the development and delivery of relevant projects as required. Through presentations/attendance at meetings provide communities and Parishes/Town Councils with information about the Youth Council, how to get involved through supporting the delivering of the Young Person Opportunity Plan, as well as signposting to partner organisations, sharing best practices etc.
6. To coordinate input and build partnerships with a range of services for young people, including schools, police, voluntary sector and LCC Children and Family Wellbeing Service.
7. To deliver the outcomes of the Council's Young Persons Opportunity Plan and prepare an action plan with SMART objectives, identifying key areas of work, gaps in provision and developing recommendations as appropriate to deliver the strategy.
8. To provide written and oral updates on progress of work through the preparation of briefing notes, reports and articles for the Council's Communications team.
9. To ensure compliance with all Council policies and statutory requirements and guidance in relation to Equality and Diversity, Equal Opportunities, Health and Safety, Safeguarding and Communication and involvement policies
10. As a term of employment, the postholder may be required to undertake other such duties as may reasonably be required of you in the post and department (or section) mentioned above or in a comparable post in any of the Organisation's other sections or departments at any of the Authority's establishments.

11. Health and Safety

- To be familiar with and at all times comply with
 - the Council's general health and safety policy,
 - the Council's specific health & safety policies and procedures as detailed in the Council health and safety policy documents, and
 - local department specific health and safety procedures as amended or added to from time to time.
- To report any unsafe practice, accident, incident, dangerous occurrence or hazard found during the course of your work to your line manager for action.
- To take reasonable care for the health and safety of yourself and of other persons who may be affected by your acts or omissions at work. To maintain Personal Protective Equipment and to report any PPE that is defective.
- To co-operate with all staff and members of the authority so far as is necessary to enable all health and safety requirements to be performed or complied with.
- To ensure anything provided in the interests of health, safety or welfare is not intentionally or recklessly interfered with or misused.

HARBOROUGH DISTRICT COUNCIL – PERSON SPECIFICATION

JOB TITLE:	Youth Engagement Officer			
TEAM:	Community Partnerships			
POST NO:	CP 2024	GRADE:	7	WEEKLY HOURS: 37hrs per week
ALLOWANCE:	Casual car user			
CONTRACT TYPE:	Fixed term two year			
TYPE OF CRITERIA	ESSENTIAL REQUIREMENTS: Minimum requirements for the successful completion of the job	ASSESSMENT A / I / T / E	DESIRABLE REQUIREMENTS: Elements that contribute to improved / immediate performance in the job	ASSESSMENT A / I / T / E
QUALIFICATIONS	English and Maths GCSE Grade C or above or equivalent	A & E		
EXPERIENCE	Experience working in a professional capacity with children and young people; resulting in real outcomes.	A / I	Experience developing strategies.	A / I
	Through project management, have experience of successfully delivering projects and initiatives.	A / I	Experience of working in Local Government and working with Parish / Town Councils	A / I
	Experience of work with wide variety of relevant organisations e.g. schools, voluntary organisations etc	A / I		
	Experience of tailoring presentations to different audiences.	A/I		
	Experience of preparing and delivering action plans.	A / I		
KNOWLEDGE	Safeguarding children and vulnerable adults	A /I		A / I
	Working knowledge of best practice around engagement of children and young people.	A /I	Knowledge of grant funding to enable communities to access money to support youth initiatives/projects	A
	Knowledge of key organisation and/or groups who can provide support to young people and sign-posting these accordingly.	A / I		

	Knowledge of data or information sharing in line with GDPR.	A / I		
SKILLS	Enthusiasm and a passion for working with young people	A / I		
	Interpersonal skills, able to interact with a wide range of people and groups	A / I		
	Analytical skills, to be able to review and interpret data	A / I		
	Taking a collaborative approach to problem solving	A / I		
	Confidence to try new approaches, step out of comfort zone	A / I		
	Written communication, such as report writing	A / I		
	Able to manage a broad range of issues and projects	A / I		
	Organized to be able to work independently and with minimum supervision.	A / I		
OTHER	DBS check	A / I		
	Intermediate use of Microsoft Office	A / I		
	Will be required to work evening and weekends on occasions where time off in lieu will be given.	A / I		
Assessment Legend: <div> <div>A = Application</div> <div>I = Interview</div> <div>T = Test or Assessment</div> <div>E = Evidence (e.g. certificate)</div> </div>				
N.B. Where more than one assessment stage is indicated against a criteria that criteria must be demonstrated at both stages				