

Senior Youth Engagement Officer

Job Description

Job Title: Senior Youth Engagement Officer

Salary Range: £19,370 - £22,511

Location: Multiple delivery sites across Coventry

Contract Duration: March 2023

Hours Per Week: 40

Job Purpose:

Under the supervision of the PYF Management Team & Programme Leads, support the design & delivery of a range of youth focussed programmes.

The programmes will be targeted at newly arrived 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
 - Supporting the development of quality IAG sessions & being equipped to signpost young people to specialised provision
 - To maintain high levels of Safeguarding practices
 - 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
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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, social action 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 actions projects.
3. To ensure high levels of health and safety and safeguarding 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 our media and communication strategy including collating content for social media platforms
10. Key Holder responsibility for opening and closing venues securely and comprehensively

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

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.

Responsible to: PYF Programmes Manager or Programme Lead

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Person Specification

Knowledge

- Knowledge and understanding of equal opportunities and its practical application, in particular to young people with challenging circumstances.
 - Knowledge and awareness of issues surrounding safeguarding children, in particular within a targeted youth work setting
 - Knowledge of how to deliver a safe and engaging programme of positive activity for young people who may present varied behaviour traits
 - Knowledge of how the PYF approach to supporting young people is relevant and credible in helping young people achieve a range of outcomes
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Skills and Abilities

- Verbal communication and listening skills, in particular with vulnerable young people
 - Ability to engage with a variety of target groups including young people, partner agencies and colleagues.
 - Ability to plan activities at a team level, motivating staff and volunteers to deliver high quality provision Ability to respond effectively and quickly to emergencies.
 - Ability to work within and contribute towards a team approach
 - Ability to motivate participants to take part in positive activity
 - To be punctual and reliable when delivering sessions
 - To accurately record information in writing
 - 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.
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Experience

- At least two years paid experience of delivering targeted youth-based interventions.
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Educational

- Service-relevant qualifications/experience will be considered
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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.
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Safeguarding

PYF puts safeguarding at the forefront of all its activities. The successful applicant will demonstrate their firm commitment to effective safeguarding practises and high professional standards around all safeguarding issues. An enhanced DBS check is required for this role.

Equal Opportunities

PYF are fully committed to the fair treatment of its staff, potential staff or users of its services, regardless of race, gender, religion, sexual orientation, responsibilities for dependants, age, physical/mental disability or offending background. We actively promote equality of opportunity for all with the right mix of talent, skills and potential and welcome applications from a wide range of candidates, including those with criminal records.

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