



Job Description and Person Specification

Job details

Job title: Youth Co-Ordinator

Grade: PAYBAND 6 £37,035 - £39,513

Reports to: Engagement & Participation Manager

Term: Permanent

Responsible for: Coordinating youth engagement for involvement in the development and support of NNC youth offer

Directorate and Service area: Children's Services, Partnerships & Development

Purpose of the job

As part of developing our Family Hub model in North Northamptonshire, An exciting opportunity has arisen for an experienced professional with the skills, energy, and passion to engage with youth organisations and young people in local communities, ensuring the voices of young people are heard, amplified, and fully represented in their communities. We are recruiting a new post that will be a key part of developing our youth work offer, ensuring it meets the needs of young people across the local authority.

This is a new role that will work to engage youth providers and young people aged 11-24 years old, including those from marginalised and underrepresented communities, to determine what youth activities they would like to engage in and steer them toward future participation in existing youth offers across North Northants based on their interests and social and emotional needs.

Family Hubs provide a universal 'front door' to families, offering a 'one-stop shop' of family support services across social care, education, mental health and physical health needs. The role will work collaboratively to develop and support multi-agency partnerships.

Working with identified youth service partners, the role will be responsible for providing monthly updates on youth activities being delivered as well as advice on future youth activities in the area, ensuring they reflect good practice and support Children and Young people outcomes.

Principal responsibilities

1. To lead on the development and implementation of the youth strategy
2. To influence and encourage engagement and commitment of all relevant partners in an integrated approach to Children and Young people by facilitating engagement events, and engage members in planning, developing, monitoring, and evaluating the Family Hubs programme and broader policy and practice
3. To identify gaps and opportunities in provision, and where necessary, lead multi-agency work to develop, plan and implement solutions and improvements, taking account of national policy, current research and identified good practice.
4. To undertake robust evaluation activity in relation to programmes of work to ensure effectiveness, value for money and that benefits are appropriately recognised and communicated
5. To provide expert advice, training and support to internal and external stakeholders, children & young people in the development of the youth offer, to ensure stakeholders are supported and equipped to advocate broader reach to attain relevant outcomes.
6. To identify, explore and develop proposals for external sources of funding that will help support local development of outcomes relating to Family Hubs and specifically the Youth agenda

7. To support the Engagement & Participation Manager and Strategic Lead for Family Hubs in the development and delivery of policies and strategies by identifying opportunities to negotiate incentives, rewards, and development opportunities for those involved in participation.
8. To undertake other improvement projects as required in support of the overall objectives and the linked strategies including the Children & Young People Plan.
9. Carry out any other duties which fall within the broad spirit, scope and purpose of this job description and commensurate with the post's grade.

General responsibilities applicable to all jobs

1. Demonstrate awareness/understanding of equal opportunities and other people's behavioural, physical, social and welfare needs.
2. Comply with the Council's policies and procedures including (but not limited to) safeguarding, financial regulations, promotion of equalities, customer care, agreed audit actions and health and safety (ensuring that reasonable care is taken at all times for the health, safety and welfare of yourself and other persons).
3. Understand the council's commitment to Corporate Parenting and take responsibility to support this commitment. Enable the council to be the best corporate parents possible to children and young people in our current and previous care.
4. Carry out any other duties which fall within the broad spirit, scope and purpose of this job description and commensurate with the post's grade.

This job description reflects the major tasks to be carried out by the post holder and identifies a level of responsibility at which they will be required to work. In the interests of effective working, the major tasks may be reviewed to reflect changing needs and circumstances. Such reviews and any consequential changes will be carried out in consultation with the post holder.

Special features of the post

This post requires satisfactory clearance of a Disclosure and Barring Service disclosure.

Person Specification

| Attributes | Essential criteria | Desirable criteria |
|--|---|--|
| Education, Qualifications and Training | <p>Professional Qualification in Youth & Community Work (JNC)</p> <p>Degree Youth & Community Work or equivalent within a discipline related to a Youth Work role</p> | <p>Post Graduate Certificate - Children & young People / Community Engagement</p> <p>Project management - Prince2 Practitioner or equivalent</p> |
| Experience and Knowledge | <p>Proven experience of planning and managing the delivery of projects and services in the community</p> <p>Understanding of the legislative and policy framework relevant to the area of work related to safeguarding Children and vulnerable adults</p> <p>Experience of working with and delivering workshops and training to Young People and youth providers in person and online</p> <p>Experience of co-production and co delivery with young people</p> <p>Experience working in Health, Local Government, or the Voluntary Sector</p> <p>Coordinating multi-agency projects and/or programmes of work to deliver a stated outcome particularly in complex political and social environments</p> <p>Proven track record of successfully delivering projects</p> | <p>Local insight/understanding of North Northamptonshire communities and needs.</p> <p>Experience in Youth Program Management including programming development, program delivery, workforce planning, resource management, etc</p> <p>Detailed, up-to-date knowledge and understanding of the key issues affecting young people and the youth sector in general</p> |

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| Ability and Skills | Excellent interpersonal and communication skills in order to positively influence the behaviour and decisions of others including those at a strategic level | |
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| Attributes | Essential criteria | Desirable criteria |
|---------------------|--|--------------------|
| | <p>Ability to design, develop, implement and embed substantive change on an ongoing basis</p> <p>Ability to research, assess, interpret and analyse both qualitative and quantitative data and other varied in order to develop reasonable and considered hypotheses</p> | |
| Equal Opportunities | Ability to demonstrate awareness/understanding of equal opportunities and other people's behaviour, physical, social and welfare needs. | |
| Additional Factors | | |