

Role Description and Employee Specification

We deliver great services to local communities on behalf of their local council. We are owned by the Councils and not shareholders, so we know our priorities and have strong values. At Publica we put people and our communities at the centre of everything.

Job title:	Youth Support Project Officer x2 (North and South Cotswolds)	Location:	Cirencester based
Job group:	Case/Field Worker - Level 1	Peer group no:	PG-C20
Reports to:	Community Wellbeing Manager	Working hours:	37/24
Business World Post number:	TBC	Line management responsibility:	No
		Direct Reports:	None
FTE Salary pro rata:	£23,216 - £23,853	Contract type:	Fixed term contract - 18 months
		Further detail	N/A
Main purpose of this specific role:	<p>The Youth Support Project Officer will work with a wide range of local partners including business and voluntary and community sector organisations to support young people between the ages of 16 -25 who are not currently involved in education, employment or training. The post will provide holistic support to young people by developing a personalised support programme tailored to the individual needs of the young person. This will include one to one support as well as signposting young people to initiatives/training offered by the wider youth support partnership. The role will also coordinate and further develop the youth centre and multi-agency working as well as clear referral pathways for young people. The focus of this role is on broadening young people’s experiences by offering a wide range of opportunities not normally available to them. We are looking to recruit two posts to cover both North and South Cotswold.</p>		
Essential qualifications/skills/experience specific to this role:	<p>Qualifications</p> <ul style="list-style-type: none"> GCSEs (5 A-Cs or equivalent, including Maths and English) plus willingness to complete on-the-job training A level NVQ3, or BTEC Relevant professional qualification (relevant experience can be considered as an alternative) Post subject to an enhanced DBS check <p>Experience</p> <ul style="list-style-type: none"> Previous experience in related field of at least 3 years 		

	<ul style="list-style-type: none"> ● Experience of engaging with people who are facing challenges and who will be reluctant to engage in services ● Experience of providing online training ● Experience of working within a multi-agency and fast paced environment ● Experience of responding to the needs of young people <p>Skills</p> <ul style="list-style-type: none"> ● Emotional Intelligence ● Friendly, cheerful, positive and self-driven, able to work independently and as part of a team ● Ability to quickly establish positive relationships with young people and motivate them to participate in activities ● Education and Facilitation Skills ● Politically and creatively aware and 'plugged in' to emerging youth sub-culture ● Positive about embracing challenge and change, open to experimenting, new ideas, reflective practice and working with other organisations in a spirit of partnership ● Attention to detail and ability to solve problems quickly and responsibly ● Good organisational skills with ability to prioritise and work to deadlines ● Good IT and administrative skills ● Communicates effectively at all levels (excellent verbal and written skills) ● Proactive and self-motivated with the ability to identify opportunities ● Connects easily with others ● Flexible, reliable, resourceful and creative ● Ability to maintain confidentiality in accordance with Data Protection
	<p>Generic Job Profile:</p>
<p>Main Purpose:</p>	<p>The Youth Support Project Officer will work with a wide range of local partners including business and voluntary and community sector organisations to support young people between the ages of 16 -25 who are not currently involved in education, employment or training. The post will provide holistic support to young people by developing a personalised support programme tailored to the individual needs of the young person. This will include one to one support as well as signposting young people to initiatives/training offered by the wider youth support partnership. The role will also coordinate and further develop the youth centre and multi-agency working as well as clear referral pathways for young people. The focus of this role is on broadening young people's experiences by offering a wide range of opportunities not normally available to them. We are looking to recruit two posts to cover both North and South Cotswold.</p>

<p>Key Responsibilities:</p>	<ol style="list-style-type: none"> 1. Develop and coordinate the Cotswold Youth Support offer including partnerships with relevant organisations 2. Work in close partnership with relevant local partners, services, stakeholders & business 3. Develop clear referral pathways 4. Running drop in sessions for young people 5. Outreach to remote areas 6. Offer 1-2-1 mentoring & coaching support, increasing confidence and motivation 7. Listening to young people, assessing needs and identify strengths and interests 8. Producing a tool kit of resources to help young people help themselves in low level needs 9. Keeping confidential records of young people attending and outcomes achieved 10. Assist in developing measures of success and provide evidence of continuous improvement of participants 11. Monitoring & evaluating effectiveness of the youth hub and reporting to a multi-agency partnership 12. Marketing & Promoting the hub to agencies and young people 13. Providing online services to parents and young people 14. Ensuring safety of young people while attending youth support activities 15. Developing menu of support for young people in close partnership with external agencies 16. Creating a space where young people are comfortable to come & creating a programme of activities that will attract young people.
<p>General Accountabilities:</p>	<ul style="list-style-type: none"> • Working to add value to, and be a valued member of the team, and to be valued by residents • The post holder is responsible for maintaining a safe working environment • Work in compliance with the Codes of Conduct, Regulations and policies of Publica • Exercise proper and absolute integrity in respect of all confidential matters and the confidentiality of personal and sensitive information;
<p>Essential Requirements, Qualifications, Skills and Abilities:</p>	<p>Qualifications</p> <ul style="list-style-type: none"> • GCSEs (5 A-Cs or equivalent, including Maths and English) plus willingness to complete on-the-job training • A level NVQ3, or BTEC Relevant professional qualification (relevant experience can be considered as an alternative) • Post subject to an enhanced DBS check <p>Experience</p> <ul style="list-style-type: none"> • Previous experience in related field of at least 3 years • Experience of engaging with people who are facing challenges and who will be reluctant to engage in services • Experience of providing online training • Experience of working within a multi-agency and fast paced environment • Experience of responding to the needs of young people <p>Skills</p> <ul style="list-style-type: none"> • Emotional Intelligence

	<ul style="list-style-type: none"> • Friendly, cheerful, positive and self-driven, able to work independently and as part of a team • Ability to quickly establish positive relationships with young people and motivate them to participate in activities • Education and Facilitation Skills • Politically and creatively aware and 'plugged in' to emerging youth sub-culture • Positive about embracing challenge and change, open to experimenting, new ideas, reflective practice and working with other organisations in a spirit of partnership • Attention to detail and ability to solve problems quickly and responsibly • Good organisational skills with ability to prioritise and work to deadlines • Good IT and administrative skills • Communicates effectively at all levels (excellent verbal and written skills) • Proactive and self-motivated with the ability to identify opportunities • Connects easily with others • Flexible, reliable, resourceful and creative • Ability to maintain confidentiality in accordance with Data Protection
Desirable Requirements, Qualifications, Skills and Abilities:	<ul style="list-style-type: none"> • JNC accredited Youth Work or Social Work Qualification • Safeguarding training • Counselling Skills/Training • Understanding of the '5 Ways to Wellbeing' and wider determinants of health • Motivational interviewing and behaviour change skills • Knowledge of the local area • Understanding of recruitment practices • Business acumen
Special Conditions:	<ul style="list-style-type: none"> • There is likely to be some work required outside normal working hours in order to be able to engage with people • The work is likely to be partly field/community-based with the opportunity to work from home • Opportunities to work flexibly to meet the demand of the service • Driving licence • You will need use of a car for work purposes • DBS check
Date reviewed:	16/07/2021
Reviewed by:	Jacqueline Wright
Manager job title:	Community Wellbeing Manager
Date of issue:	16/07/2021