

## Job Description

<b>Title</b>	<b>Youth &amp; Community Development Officer</b>
<b>Reporting to:</b>	Community Development Manager
<b>Salary:</b>	£18,136 per annum pro rata
<b>Responsible for:</b>	Youth and community work, staff and volunteers
<b>Type of contract</b>	4 months in first instance with potential to extend. Part time 24 hours/week average flexible working to include evenings and weekends. There is potential for these hours to be increased.
<b>Main purpose:</b>	To develop and manage youth & young adult projects and resources; including existing youth club provision.
<b>Main Tasks</b>	<ul style="list-style-type: none"> <li>• Lead in the development of the pavilion as a centre for young people, engaging young people in the process and promote the use by other agencies and the wider community;</li> <li>• Assess the needs of the young people in question and plan and deliver relevant programmes with them</li> <li>• Use interpersonal skills to support individual young people;</li> <li>• Mentor and counsel individuals to encourage social inclusion;</li> <li>• Supervise staff and volunteers and carry out appraisals</li> <li>• Oversee the financial management of a limited budget.</li> <li>• Meet, liaise and network with police, schools, social services, Connexions, youth offending teams and other agencies to address issues and promote opportunities for young people;</li> <li>• Work with parents and other community groups to win support for improved provision and acting as an advocate for young people's interests generally;</li> <li>• Identify and pursue sources of funding for projects</li> <li>• Liaise with funders and other relevant bodies ensuring targets are met and evidenced and records kept.</li> <li>• Assist with drawing up business plans, write reports and make formal presentations to funding bodies.</li> <li>• Plan and attend meetings as required, producing regular progress reports to the Management Committee and others.</li> <li>• To uphold Equal Opportunities</li> <li>• To assist in ensuring that all Health and Safety requirements are met within the building</li> </ul>