



Sefton CVS

Supporting Local Communities

JOB DESCRIPTION

Post: Young Advisors Project Officer

Grade: £19,430 per annum pro rata

Hours: 35 Hours per week

Location: Burlington House, Crosby Road North, Waterloo, L22 0LG

Accountable To: Children and Families Development Officer

Job Purpose:

- To support the Sefton Young Advisors to work with decision makers to youth proof policies and strategies across the public and charitable sectors
- To supervise the Sefton Young Advisors; supporting them to achieve their potential and successfully undertake pieces of work
- To explore opportunities for Sefton Young Advisors to generate new areas of work, partnerships and commissions

Main Duties & Responsibilities:

1. To recruit, induct and supervise a team of Young Advisors ensuring the team are representative of the diversity of young people across Sefton
2. To provide training and development opportunities for the Young Advisors to enable them to develop, and utilise, participatory methods of engagement in consulting with other young people
3. To undertake regular supervision meetings with Young Advisors
4. To lead the Young Advisors to successfully consult and engage young people across Sefton to ensure their voices influence policy and strategy across the communities of Sefton
5. To lead the Young Advisors in designing and delivering training to professionals and volunteers on engaging with young people in innovative and participatory ways

6. To work with partnership across Sefton and the City Region to promote the commissioning of the Young Advisors
7. To maintain contact with the National Young Advisors Charity/Network and create opportunities for involvement in their wider initiatives
8. To support Young Advisors to deliver commissioned pieces of work, including reporting on such commissions, ensuring full costs recovery
9. To accompany Young Advisors to meetings and events, including outside of Sefton when appropriate
10. To support Young Advisers to attend and / or engage with Children and Young People's Partnership Board
11. To co-ordinate Sefton Youth Cabinet and support the Council in co-ordinating Sefton Youth Council (SYMBOL) three times as year
12. To ensure the voices of young people are represented at various partnership groups e.g. Every Child Matters Forum and Engagement and Consultation Panel
13. To produce reports and presentations to a high standard presenting the findings of consultations to the wider audience using Microsoft Office, social media and other software packages
14. To complete monitoring reports as required by Sefton CVS and funders
15. To undertake other duties as may be reasonably required within the terms of the job description

General

The post-holder will be required to participate in staff development and use all relevant learning opportunities to improve personal skills.

The post-holder will be required to confirm their eligibility to work in the UK in order to comply with employment legislation.

Where the job involves engaging in regulated activity, the successful candidate will be required to undergo a Disclosure and Barring Service (DBS) enhanced check before appointment is confirmed.

Confidentiality

The post-holder must maintain the confidentiality of all information and records relating to the work of Sefton CVS, in accordance with the organisation's procedures and policies.

Hours of Work

The post is for 35 hours per week over 5 days. The post-holder must be prepared to work flexible hours, in line with the requirements of the post. This may involve some evening and weekend work, for which time off in lieu will be granted, subject to Sefton CVS policies and procedures and prior agreement with the line-manager. The post-holder will be expected to adopt a mature and common sense approach to this arrangement.

Pension

A Group Pension scheme is in operation and Sefton CVS contributes 6% on behalf of all employees who have opted to join the scheme. All employees are also automatically entitled to Income Protection insurance and Life Assurance cover for the duration of their contract.

Annual Leave & Public Holidays

The annual leave entitlement is 26 days (pro rata) leave plus normal Bank & Public Holidays (pro rata). The organisation reserves the right to close over the Christmas period. Employees are required to reserve the required amount of their holiday entitlement to cover these days.

Travel & Other Expenses

Reasonable expenses incurred in the course of duty will be reimbursed on receipt of a completed Sefton CVS Expenses Claim Form.

Equal Opportunities

Sefton CVS operates an equal opportunities policy and is committed to a programme of action to make this policy effective.

Although every attempt is made to meet the access needs of disabled people, it cannot always be guaranteed that every individual need will be met. For example, it may be necessary for the post-holder to attend meetings in buildings outside the normal project base where unimpaired access to such premises cannot be guaranteed.

Sefton CVS will work with individuals and others, where appropriate, to identify what reasonable adjustments can be made to accommodate access needs.

Navajo Charter Mark (LGBTI)

Sefton CVS is committed to being a Lesbian, Gay, Bisexual, Transgender, Intersex (LGBTI) friendly employer and provider of services.



In recognition of this, we were awarded the Navajo Charter Mark in 2012 for the steps we have undertaken to improve, and ensure the continued improvement of, our employment practices, service design, service delivery and access for LGBTI people within our communities.

Sefton CVS actively welcome people from LGBTI communities to apply for our job vacancies.

Disability Confident Employer

Sefton CVS have been awarded the Disability Confident Employer accreditation (previously Disability Two Ticks) in recognition of our commitment to the recruitment, employment, retention and career development of disabled people.



What we mean by disability: The Equality Act 2010 defines a disabled person as someone who has a physical or mental impairment that has a substantial and long-term adverse effect on their ability to carry out normal day-to-day activities.

Guaranteed Interview: The Disability Confident Employer accreditation includes a guaranteed interview for any disabled applicant who meets the common and specific requirements for a job.

How to apply: If you feel you are eligible for a guaranteed interview under the Disability Confident scheme, please complete and return the form found at the end of the Job Application document.

Additional Information

Unfortunately, owing to the number of applications received, it is not possible to offer individual feedback to candidates who have not been shortlisted.

If you have not been contacted within 2 weeks of the closing date, please assume that you have not been shortlisted on this occasion and please accept our thanks for your interest.



PERSON SPECIFICATION

Assessment Methods Key:

AF – Application Form

C – Certificates

I – Interview

P – Presentation

Personal Attributes Required	Essential (E) or Desirable (D)	Method of Assessment
1. Qualification A Youth Work Qualification or experience in youth work, management of staff, leadership, partnership working	D	C/AF/I
2. Experience		
Experience of working with Young People	E	A/I
Understanding of VCF and Statutory sectors and how partnership works effectively	E	A/I
Understanding of the YA role and how it fits locally, regionally and nationally	E	A/I
Good knowledge of Sefton Services	D	A/I
Experience of developing and delivering training	E	A/I
3. Skills		
Good Engagement skills – relatable to young people, has the ability to connect with the team, able to handle conflict management, willing to make difficult decisions and understand professional boundaries	E	A/I

Good organisational skills – able to plan work, prioritise and multi-task	E	A/I
Good communication skills – open and encouraging, enthusiastic, good sense of humour and positive outlook. Able to communicate at all levels	E	A/I
Good report writing skills – able to produce high quality, informative and evidence based written reports	E	A/I
Good IT skills – confident in use of Microsoft Office and other creative software	E	A/I
4. Personal Style and Behaviour		
Act as a Role Model with ‘can do’ attitude – motivated with high aspirations for young people	E	A/I
Passionate about working with Young People and making sure that their voices are heard	E	A/I
Professional but friendly with an outgoing personality – someone who can have fun and can be ‘a child at heart’, open and encouraging	E	A/I