

Job Description

Job Title: Youth Voice Project Lead

Grade/Salary: Qualified - JNC Points 15-18 (£27,202 to £29,579)

Contract: Permanent

21 hours per week

Responsible to: Deputy CEO

Responsible for: Lead on delivering inclusive opportunities and supporting young people to develop youth voice skills, knowledge and confidence. You will manage and deliver a number of projects promoting youth engagement and participation, championing youth voice, training young people, delivering and developing youth projects. You will work in both digital and face to face settings.

This post is subject to receipt of satisfactory references and enhanced DBS check

Main Duties:

Voice, Influence & Engagement:

- Manage and lead existing together with new Youth Voice projects from start to finish
- Recruit, coordinate, train and support young people to play a central role in decision making (e.g. Young Inspectors, Youth Advisory Groups, boards, co-production etc)
- Support and lead existing and new groups of young people on a range of youth voice projects
- Develop and deliver sessions ensuring service delivery is of the highest quality with appropriate content
- Lead on creating delivery resources and evaluation materials for sessions
- Empower young people facing participation barriers to become involved in youth voice activities

Project Development, Management & Delivery:

- Manage and deliver a number of new and existing projects simultaneously
- Meet the agreed delivery targets and outcomes for each of your projects
- Prepare monitoring and evaluation information using a range of tools
- Undertake the administrative and financial tasks needed to appropriately support young people
- Participate in securing additional funding to support YFNW's programmes
- Keep accurate records of all sessions and actions taken in relation young people
- Provide regular reports and updates on your work to internal and external audiences
- Undertake Risk Assessments both prior and during activities

Relationships & Communications:

- Build and maintain relationships with stakeholders and funders
- Demonstrate a commitment to equality, diversity and inclusion in all aspects of your work
- Promote effective methods of Youth Voice to our partners and stakeholders
- Participate in team meetings, regular supervision and contribute to a co-operative team approach

IT & Digital:

- Be a competent user of Microsoft office 365/G Suite and its functions
- Use appropriate tools to produce questionnaires and other consultation methods to enable the delivery of your projects

Safeguarding:

- Support and promote safeguarding throughout all delivery, and identify and act on any safeguarding concerns
- Ensure all activities meet Health & Safety and Safeguarding guidelines

Flexibility:

- Support delivery of projects with other team members, as and when required
- Work flexibly with minimal supervision
- Deliver services anywhere within North West – including residential programmes and attend meetings at YFNW HQ as well as other locations and online
- Undertake relevant training as necessary to enhance personal skills and professional development
- Undertake areas of development work as identified by the management of the YFNW

Person Specification: Youth Voice Project Lead

	Essential	Desirable
Qualifications	<ul style="list-style-type: none"> Professional qualification in Youth Work or related profession 	
Experience	<ul style="list-style-type: none"> Manage and lead youth projects from start to finish Plan and Lead high quality youth work sessions with and for young people Experience of managing relationships with external organisations Working accurately with good attention to detail Competent in public speaking and presenting work to a variety of audiences Experience of leading projects which young people to participate, especially those whose voices are seldom heard 	<ul style="list-style-type: none"> Experience of developing and delivering training Working with young people from specific interest groups such as mental health services, care experienced etc
Knowledge & Understanding	<ul style="list-style-type: none"> Knowledge and understanding of issues facing young people and the Youth Sector An understanding of, and commitment to, equality, diversity and inclusion An understanding of, and commitment to safeguarding, data protection and confidentiality Co-Production and Youth Voice methodology 	<ul style="list-style-type: none"> Knowledge of the UN Convention on the Rights of the Child Knowledge of government policy structures and initiatives relating to young people
Skills & Abilities	<ul style="list-style-type: none"> Ability to engage and recruit young people from a range of interest groups in new projects and activities Communicate effectively and relate to a range of stakeholders, including young people, external partners, statutory and voluntary youth sector Assess the development needs of groups and individuals sensitively and effectively Adapt to changing circumstances Microsoft office, G suite, digital tools and functions self-reflect and ability to collaborate with the team towards new learning and development 	<ul style="list-style-type: none"> Digital & social media skills Research & consultation skills Analytical skills
Other	<ul style="list-style-type: none"> Willingness to work flexibly to meet what needs and priorities of Youth Focus NW Travel to meet the requirements of the post 	

	<ul style="list-style-type: none">• Operate within YFNW policies and procedures	
--	---	--