

JOB DESCRIPTION

JOB TITLE:	Youth and Community Co Ordinator
PLACE OF WORK:	Haydon Wick Parish Council
GRADE / SPINE POINT:	SCP Band 13-17 (£24,948 - £26,845) (£13.71 - £14.75 per hour). *NJC Pay Award Pending
HOURS OF WORK:	35 hours per week - Monday to Friday with weekend and evening hours. Job share considered.
REPORTS TO:	Community Development Officer
SUPERVISORY RESPONSIBILITIES:	Volunteers
FINANCIAL RESPONSIBILITIES:	None

JOB PURPOSE

To develop, deliver and raise awareness of community development activities to support the output of the Parish Council's Community Development Committee.

To play a leading role in coordinating the successful running and development of a sustainable memory café and youth development services for residents of Haydon Wick.

The role will have particular focus on the voluntary, youth, community and social enterprise sector across the parish and Swindon. Using a wide range of engagement approaches and techniques, the role will help support and bring together residents to influence and engage in local services to develop the community of Haydon Wick.

General Duties & Responsibilities:

1. To lead, inspire and motivate a comprehensive community offer within a fully inclusive, safe, cost effective, relevant and planned programme for all residents.
2. To promote and communicate an offer for young people to develop them into good citizens. To help them become employable, to study and to play a key role in the future development of services for young people across the Parish.
3. To develop and maintain relationships with key delivery partner organisations to strive to enhance the lives of local residents.
4. To achieve this the post holder will:
 - 4.1 Assist the Community Development Officer to meet the requirements of the Council.
 - 4.2 Contribute to and implement service improvements.
 - 4.3 Assist in the maintenance of Health & Safety systems, carrying out of risk assessments and ensuring safe systems of work are adhered to.

Specific Duties

Youth Development

- To support the Chief Officer, Deputy Clerk and Community Development Officer to create and shape the youth and community strategy across the Parish.
- To take appropriate steps to identify and effectively manage risks to ensure a safe approach to working with younger people is in place, especially safeguarding and DBS requirements.
- To support and inspire a comprehensive Youth Development Programme in a fully inclusive, safe, exceptional, cost effective, relevant and planned programme for young people.
- To ensure the promotion of the Parish Council's positive values.
- To ensure that Haydon Wick Parish Council policies and procedures are observed, particularly ensuring that policies for Child Protection and Safeguarding are adhered to.
- To develop and maintain key relationships with Young People, Volunteers, Parish Councillors & Working Parties, Swindon Borough Council, Parents, Residents, External Funders, Parish Community Development Officer, Engagement Group & Volunteers, Wiltshire Police & Wilts/Dorset Fire Service, Wiltshire Probation Service.
- To work with our partners to provide programmes for young people that challenge and develop in areas such as risk-taking behaviour, social education, personal development, movement, intellectual challenge, creativity, which enables young people to acquire new skills in supporting their emotional development and recreational needs.
- To encourage local young people to participate in Council activities and decision-making initiatives for the local community.

Community Event Planning

- To assist in the design of a comprehensive Community Development Programme to be fully inclusive given a wide range of events.
- To develop engaging ideas for the Council's community initiatives and inclusion methods such as Community Choices.
- To assist with preparing costs for events and activities using available budgets, as directed by the Community Development Officer.
- To attend and deliver events in line with health and safety risk assessments.

Communications & Social Media

- Under the direction of the Community Development Officer:
 - Contribute to the development and delivery of the Council's communication strategy (digital and printed) including newsletters, website and social media.
 - Promote the Parish Council's youth and community program on social media consistent with relevant Council branding policies.
 - Contribute to the design and production of internal posters, adverts and leaflets consistent with branding policies.
 - Provide monthly written reports for Community Development Committee meetings.

Memory Cafe

- To assist the Memory Café Co Ordinator to deliver a high-quality Memory Café, including in covering the sessions in times of absence and reporting on the outcomes.
- Ensure that all practices and procedures are undertaken in accordance with relevant Health & Safety regulations. Ensure all staff and volunteers for whom you will be responsible are aware of their responsibilities in respect of their role, practices, procedures, monitoring data and recommending action as required.

General Responsibilities

- Ensure all community engagement is inclusive, and embraces social, economic, and environmental diversity.
- Support the Chief Officer, Deputy Clerk and Community Development Officer to engage with residents to develop an understanding of the needs and aspirations of our Parish community.
- Facilitate community engagement activities between the Council, residents, and local voluntary groups.
- Ensure the timely delivery of projects and keep proper records for the Community Development Officer.
- Assist with general administration as associated with the role.
- Increase awareness and understanding of the Parish Council's community and support work.
- Increase Councillors' knowledge of their community, through effective community engagement.
- Support Councillors to deliver community engagement activities where instructed.
- Support the Community Development Officer to seek external funding where necessary.
- Identify and make an evidence-based case for funding priorities, because of evidence-based community engagement.
- Undertake other duties that are commensurate with the nature and grade of the post as directed by the Chief Officer.
- Willingness to undertake continuous professional development and take responsibility for own learning and development needs.
- Adhere to and implementing the Parish Council's policies and procedures, including those around equalities and diversity.

PERSON SPECIFICATION – Youth and Community Co Ordinator

Method of Assessment The table indicates the method by which the skills/knowledge/level of competence in each area will be assessed.	Essential or Desirable	CV	Interview
Qualifications			
NVQ Level 3 or equivalent	D	X	
First Aid Qualification	D	X	
Hold current valid UK driving licence	D	X	X
Holds current DBS checks	D	X	X
Experience & Knowledge			
3 years' experience of delivering Community & Youth Work in a socially challenging community setting.	E	X	X
Experience of effective management of staff, budgets and premises.	D	X	X
Experience of organisational legal responsibilities, including operational governance.	E	X	X
Ability to work on own initiative.	E	X	X
Experience of outstanding Community & Youth Work programme planning and delivery	E	X	X
A good understanding and ability to put into practice safeguarding initiatives	E	X	X
Actively keeps up to date with policies, safeguarding rules and best practice in line with UK Legislation.	E	X	X
Knowledge and Understanding of Community Work values and principles and how these are implemented into practice	E	X	X
Good level of interpersonal and team skills	E	X	X
Strong communication and interpersonal skills, both written and verbal. With a good understanding of digital communication including emails, Word & Excel.	E	X	X
Ability to adhere to and maintain effective relationships with a range of residents including, young people, parents, carers and all Parish partners as outlined in Key Relationships within appropriate professional boundaries.	E	X	X
Ability to work flexible hours to meet the needs of the Council (evenings & weekends when required).	E	X	X
Experience of co-ordinating volunteers and understanding of the importance of client confidentiality is also essential.	E	X	X
Good computer and IT skills, including knowledge and experience of Dropbox, Windows and Excel.	E	X	X
Ability to identify and appropriately respond to cases of potential or actual child abuse.	E	X	X
Skills & Abilities			
Ability to work effectively and complete tasks in a timely fashion	E	X	X
Suitability and motivation to work with the public	E	X	X
Ability to record detailed and accurate information	D	X	X
Good communication and interpersonal ability	E	X	X
Ability to organise oneself and set priorities for workload	D	X	X

Where aspects of the person specification are shown as 'desirable' it is understood that the knowledge, skills or experience required could be achieved through relevant training which the Parish Council is committed to provide. In decisions on selection, however, preference will be given to those candidates who can already demonstrate competence in areas specified.