



Youth Action Delivery Officer

May 2016

London Youth
47-49 Pitfield Street
London N1 6DA

Accountable to: Head of Youth Action

Responsible for: Youth Action Administrative Assistant

Location: You will be based in Pitfield Street, with time spent working as a detached worker across our member organisations.

We are London Youth...

London Youth has a long and proud history of supporting and challenging young people to become the best they can be; ensuring they grow up healthy, able to navigate a fulfilling career and make a positive contribution in their communities. We do this through our network of diverse quality assured member youth clubs in communities right across the capital.

In the last 12 months we've delivered sports, social action, outdoor education and employability programmes directly to more than 24,000 young people – in addition to the 60,000 plus helped through our club network. We work with all young people but place a particular emphasis on those who wouldn't otherwise have access to these kinds of opportunities.

We deliver our mission through four strategic objectives:

1. Developing, training, connecting and quality assuring our membership network to deliver good youth work (**Membership Development**)
2. Creating a broad and inclusive range of quality opportunities for young people in social action, sports development, employability and outdoor education (**Opportunity**)
3. Ensuring our expertise and the on-the-ground voices of youth workers and young people are reflected in public policy, practice and opinion (**Voice**)
4. Being the best we can be ourselves; fundraising effectively, financially robust and a great place to work (**Best we can be**)

Because good youth work works

Youth Action

At the heart of London Youth's support for young people is youth social action, through which young people are supported and empowered to take ownership of their lives and communities. Youth Action is all about finding out what young people are passionate about, what they would like to do differently, and who they feel they can inspire, and then supporting them by taking action.

Our programmes give young people access to the skills and confidence to design, lead and then learn from their own projects and as one of two Youth Action Delivery Officers you will play a key role making this work come to life in our membership, working on existing programmes like Athan 31 as well as newly emerging ones like City Leaders.

You can find out more at <http://londonyouth.org/what-we-do/youth-action>

Main duties of the role	Approximate % allocation
1. <i>Delivering our programmes with and through member youth clubs</i>	50%
<ul style="list-style-type: none"> Actively promote our Youth Action programme amongst our member youth clubs and recruit a network of facilitators from our clubs to support young people to design and lead their own social action projects 	
<ul style="list-style-type: none"> Co-deliver the Youth Action facilitator training – delivering interactive training sessions for youth workers and adult volunteers 	
<ul style="list-style-type: none"> Provide ongoing advice and support to programme facilitators working at our member clubs as young people progress through the programmes 	
2. <i>Developing young leaders</i>	20%
<ul style="list-style-type: none"> Assist groups of young people as they prepare to pitch for funding for their project ideas at high profile events in the city 	
<ul style="list-style-type: none"> Design and deliver an inspiring leadership programme for young people graduating from our programmes that takes in the best of the networks and opportunities that the City of London has to offer 	
<ul style="list-style-type: none"> Support with residential learning opportunities for young people on our programmes and on our Youth Advisory Board, Dare London 	
3. <i>Building strong partnerships</i>	20%
<ul style="list-style-type: none"> Form links with local voluntary, statutory and private sector organisations to support the development of young people’s projects 	
<ul style="list-style-type: none"> Support with the recruitment, training and support of adult volunteers and mentors, many of whom will be corporate volunteers 	
<ul style="list-style-type: none"> Work in close partnership with project partners to ensure projects succeed and young people develop transferable skills 	
<ul style="list-style-type: none"> Work closely with our Membership Development team to support the clubs to progress on their Quality Mark journey, using learning from our programmes as evidence for their Silver and Gold awards 	
<ul style="list-style-type: none"> Support with the event management and corporate volunteering at a string of high profile pitch events across the city 	
4. <i>Programme management, monitoring and evaluation</i>	10%
<ul style="list-style-type: none"> Collect process and impact data as required in line with each programme’s Journey of Change 	
<ul style="list-style-type: none"> Gather evaluation and case studies from young people taking part in the project for programme improvement, reporting and media use 	
<ul style="list-style-type: none"> Support young people’s reflection of their own and team’s journey on the programme, and help them to articulate the skills and capabilities that they have developed 	
<ul style="list-style-type: none"> Adhere and feed into both external reports and meetings with funders, and internal quarterly reporting timescales, and support with any funding bids or pitches as required 	
<ul style="list-style-type: none"> Maintain accurate and up to date Salesforce records on interactions with member clubs and youth workers on the programme 	

Person specification

Skills, experience and knowledge	Essential / Desirable
Demonstrable experience of community based youth work	E
Demonstrable experience of inspiring and supporting young people into youth social action and/or volunteering	E
Experience of partnership working with diverse community based voluntary organisations	E
Experience of delivering presentations, interactive training sessions and residential activities with young people	E
Knowledge of issues facing disadvantaged young people in London	E
Strong project management skills, with the ability to see a project through from start to evaluation	E
Experience of supporting young people to make decisions and have influence within an organisation	E
Experience of supporting adult volunteers, especially from corporate partners	D
Experience of using project management tools such as Salesforce	D
Qualifications	
Educated to A-Level or equivalent experience	D
Youth Work qualification	D
Personal attributes	
Passionate and demonstrably committed to improving the lives of young Londoners	E
Passionate about engaging young people to create change within their communities	E
Absolute attention to detail	E
Ability to work on your own initiative and as part of a team	E
Ability to build and maintain strong relationships with young people, youth workers and volunteers	E
Absolute discretion and ability to maintain confidentiality	E
Willingness to learn new skills	E
Ability to work in a changing and flexible organisation	E
Willingness to work evenings and weekends as required	E

Corporate responsibilities cutting across tasks set out above
Planning and budgeting
<ul style="list-style-type: none"> Inputting to annual plans and budgets Contributing to effective day to day financial management through monitoring and controlling actual and projected income and expenditure Reporting regularly on actual versus planned performance

People
<ul style="list-style-type: none"> • Preparing thoroughly for one to one meetings and annual appraisal with your line manager • Taking responsibility for your ongoing professional development
Corporate responsibilities
<ul style="list-style-type: none"> • Understanding and supporting the vision, mission and aims of London Youth • Contributing to the formulation and delivery of London Youth's strategy • Managing resources to the highest professional standards and act as a custodian of best practice • Maintaining awareness of your own and others' Health and Safety, and comply with London Youth's Health and Safety and Safeguarding policies • Undertaking other duties as may be reasonably requested within the responsibilities of the post

Terms and Conditions

Salary: £27,952 per annum

Pension: London Youth complies with the employer pension duties concerning pensions auto-enrolment in accordance with Part 1 of the Pensions Act 2008 and you will be auto-enrolled our chosen pension scheme if you are eligible under auto-enrolment.

Hours: 40 hours per week – generally Monday-Friday 09.00-18.00 with one hour for lunch, but some flexibility may be required to work occasional evenings to meet our delivery needs

Leave: 26 days pa plus 8 bank holidays and 5 'closure' days (to be taken on dates specified by London Youth)
All leave entitlement is accrued pro rata through the year and will be calculated on a pro-rata basis for part-time employees

Tenure: Initially until 31st July 2017 with the possibility of extension beyond.

Key information for your application

Closing date for applications: Thursday 30th June at 5pm

First Round interviews: Friday 8th July

Second Round interviews: Wednesday 13th July

If you meet the person specification and you would like to apply please start by downloading our "Guidance to Applicants" which will guide you through the process. We can only accept applications made via our application form; a CV is not sufficient. Please ensure all forms are fully completed and returned to us by post or email.

Your application should be sent to: Shazia Mert, London Youth, 47-49 Pitfield Street, London N1 6DA or by email to: youthaction@londonyouth.org