

Job Description



Youth Network Development Coordinator

This new position within Cramlington Town Council will play a key role in the Town's development of services for young people.

Duties will include;-

- Development of an independent and community led youth network;
- Consultation with youth providers, young people and communities about youth provision;
- Identify the needs of young people;
- Involve young people in making recommendations on how to engage peers positively in their local community;
- Development of a forum where institutions, organisations and policy makers can listen to the recommendations made by young people;
- Involve young people at an early stage; along with the voluntary sector and other relevant partners in the development of awareness raising activities in the context of emerging priorities.
- Provide feedback and recommendations through reports fed directly into Cramlington Hub;
- Identify opportunities for funding opportunities for future sustainability and/or extension of post hours.
- Enable the delivery of training, skill swop, physical assets, staff share and resource share opportunities.
- Organise community-based projects, providing young people with avenues to express themselves, raise concerns and discuss aspirations.
- Recognise and promote young people's positive contribution to their communities through awards and showcase events;

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- Carry out duties in line with Cramlington Town Council Policies, Procedures and Code of Conduct.
 - Any other reasonable duties as identified by Cramlington Community and Youth Manager and appropriate to the level and grading of the post.

Normal working hours will be 18.5 per week. Flexible working hours will be necessary to cover the range of duties required fully and effectively. When excessive hours have to be worked, time off in lieu may be taken with the approval of Community and Youth Manager's agreement. Holiday entitlement will be __ days per annum, plus statutory bank holidays (pro-rata). A casual car user allowance will be paid for appropriate journeys. Where the person appointed enters into a pension scheme a matched contribution will be made by Cramlington Town Council. All other conditions will be discussed and set out in the Contract of Employment.

Starting salary £23,748.66 to £26,267.04 (pro-rata) depending on experience

Annual Leave 28 days per year, plus bank holidays (pro-rata)



Person specification: Youth Network Development Coordinator

Factor	Essential	Desirable	Assessment means
Qualifications and Experience	<ul style="list-style-type: none"> • Minimum NVQ level 3 in Youth Work or relevant qualification • 3 years post qualification experience of working in a youth or community work setting 	Level 6 JNC Qualified	Certificates
Skills and Attributes	<ul style="list-style-type: none"> • Effective team worker • Exceptional Networking Skills • Time Management and the ability to meet tight deadlines and prioritise activities • Ability to relate to and communicate with young people • Ability to work as an individual and plan/manage own workload • Ability to manage and support staff and 	Good IT skills	Interview application and references

	<p>volunteers</p> <ul style="list-style-type: none"> ● Ability to think and plan creatively 		
Knowledge and Experience	<ul style="list-style-type: none"> ● Good working knowledge of youth work within the voluntary or statutory sector ● Experience of service or project planning and evaluation ● Understanding and commitment to equal opportunities and how to incorporate into organisational practice ● Understanding of safeguarding and child protection issues and experience of dealing with disclosures and concerns ● Experience of income generation and managing budgets ● Experience of working with vulnerable young people ● Experience of working with socially excluded groups and individuals ● Experience of working with young people in informal settings ● Knowledge and understanding of asset based community development ● Knowledge and understanding of issues facing young people ● Experience of collaborative working 		Interview, application and references

	across agencies and professional disciplines		
Attributes	<ul style="list-style-type: none"> ● Willingness to take up and deliver relevant training ● Flexible and adaptable ● Ability to work in a fast changing environment ● Open and non-judgemental ● Innovative and creative ● Friendly, outgoing and confident 		Application and Interview
Motivation	<ul style="list-style-type: none"> ● Commitment to providing high quality services to young people ● Commitment to working with young people and community groups in a way which is empowering, enabling and actively enhances equality of opportunity 		Application and interview
Health	<ul style="list-style-type: none"> ● Being in general good health and able to meet the requirements of the post e.g. taking part in physically demanding activities 		Application and interview
Special Requirements	<ul style="list-style-type: none"> ● Willingness to work flexible hours, potentially including the occasional evening or weekend. ● Required to undertake and satisfactorily complete an enhanced DBS disclosure. 	Clean driving licence Category D1	Application and interview



The following information will be treated in the strictest confidence.

PERSONAL

(Please complete this section in BLOCK CAPITALS and in black ink - The front page will be removed for equality purposes)

Surname:		First Name(s):	
Address:			
Postcode:		Email Address:	

Home Tel. No.:		Mobile Tel. No.:	
Work Tel. No. (if appropriate):		National Insurance No.:	

Are you involved in any activity, which might limit your availability to work or your working hours, e.g. local government?	YES/NO
If YES, please give full details.	
Are you able to work overtime and weekends as part of your usual working hours?	YES/NO
Please give details of any hours which you would not wish to work.	
Have you any convictions (other than spent convictions under the Rehabilitation of Offenders Act 1974)?	YES/NO
If YES, please give full details.	
Are you willing to undergo an enhanced criminal record check by the Disclosure and Barring Service?	YES/NO
Are you prepared to undergo a medical examination prior to employment?	YES/NO
Have you ever worked for Cramlington Town Council or any other County Association/Federation associated with the organisation Ambition?	YES/NO
Are you related to any person employed by Cramlington Town Council?	YES/NO
If YES, please give full details.	
Do you need a work permit to take up employment in the UK?	YES/NO
How much notice are you required to give to your current employer?	

EDUCATION

Schools attended since age 11	From	To	Examinations and Results
College or University	From	To	Courses and Results
Further Formal Training	From	To	Diploma/Qualification
Job related Training Courses Name of Organisation	Date	Subject	

Please give details of membership of any technical or professional associations.

EMPLOYMENT DETAILS

Please give details of your past employment, excluding your present or last employer, stating the most recent first.

Name and address of employer	Dates	Position held/Main duties	Reason for leaving

PRESENT OR LAST EMPLOYER

Are you currently employed? YES/NO

Name of present or last employer:

Address:

Telephone No.:

Job title and a brief description of your duties:			
Length of service (include dates):		Salary or wage:	

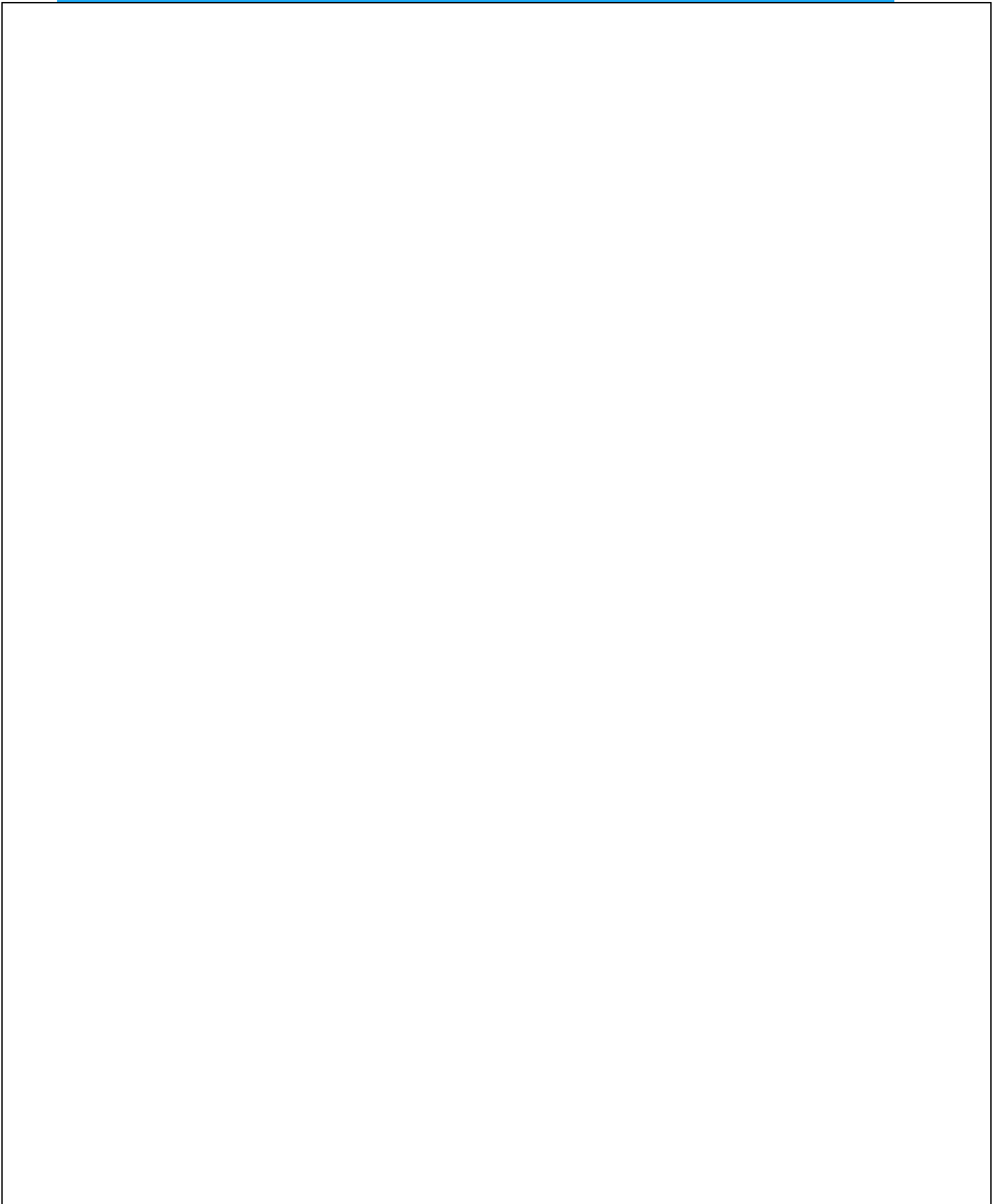
Reason for leaving or wishing to leave this employment:	

INTERESTS, ACHIEVEMENTS, LEISURE ACTIVITIES (e.g. hobbies, sports, club memberships)

PERSONAL STATEMENT

Please set out your reasons for applying for this post, and the qualities you would bring to the role. (You may wish to continue on a separate sheet).

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REFERENCES

Please give the names of two people who we may approach for a reference prior to interview.
(Note that a confirmed offer of employment will also be dependent on a satisfactory reference from your current/most recent employer who we will approach once you have granted us permission to do so)

Name:	
Address:	
Tel.:	
Email:	
Capacity known:	

Name:	
Address:	
Tel.:	
Email:	
Capacity known:	

DECLARATION

I declare that the information given in this form is complete and accurate. I understand that any false information or deliberate omission will disqualify me from employment or may render me liable to summary dismissal.

Signed.....

Date.....