

Groundwork in Cheshire, Lancashire and Merseyside.

## Assistant Youth Development Officer

**Salary: £16,482**

**Based: Southport\***

**36.25 hours per week**

\* Minimal travel may occasionally be required to other Groundwork bases such as Wigan, Warrington, Blackpool, Leigh and Chorley



**Prince's Trust**

# Make a difference. Every day.

We are looking to recruit an Assistant Youth Development Officer, helping to deliver the Prince's Trust Team Programme in Southport.

This fantastic 12 week personal development programme is for people aged 16-25 who are not currently in employment full-time education or training. Your role will involve working as part of a team to deliver the programme, in order to achieve the desired outcomes and raise the life chances and attainment of young people taking part.

At Groundwork we believe that every young person should have the chance to embrace exciting opportunities. We help 11 to 30 year-olds who are unemployed or struggling at school to transform their lives. Many of the young people we help are in, or leaving, care. They may be facing issues such as homelessness, suffering with their mental health or have been in trouble with the police.

Our programmes give young people the practical and financial support they need to stabilise their lives. We help them develop key skills while boosting their confidence and motivation to enable them to reach their full potential.

We are looking for someone who is dynamic and creative, who can motivate others. If you think you have what it takes to make a difference to people's lives, we'd like to hear from you.

### How To Apply

To request an application pack, please email: [recruitment.clm@groundwork.org.uk](mailto:recruitment.clm@groundwork.org.uk) or telephone 01942 821 444.

Alternatively, please visit the Careers section of our website: [www.groundwork.org.uk](http://www.groundwork.org.uk) and download, complete and return a Job Application and Equal Opportunities Monitoring Form. Please email your completed forms to [recruitment.clm@groundwork.org.uk](mailto:recruitment.clm@groundwork.org.uk) or send by post to Groundwork, 74-80 Hallgate, Wigan, WN1 1HP.

**Closing Date: 21.08.20**

## Job Description & Person Specification

<b>Job Title:</b>	Assistant Youth Development Officer
<b>Service:</b>	Employment & Skills
<b>Hours of work:</b>	Full time - 36.25 hours per week
<b>Pattern of work:</b>	9.00 am to 5.00 pm Monday to Friday (includes 45 mins for unpaid lunch break) Flexible start and finish times to be agreed with line manager
<b>Office base:</b>	Groundwork Cheshire, Lancashire & Merseyside, Parenting 2000, Mornington Road, Southport, PR9 0TS
<b>Work locations:</b>	Minimal travel to other Groundwork bases such as Wigan, Warrington, Blackpool, Leigh, Chorley
<b>Salary:</b>	£16,482
<b>Reporting to:</b>	Programme Manager - Prince's Trust Team
<b>Responsible for:</b>	n/a
<b>Type of Contract:</b>	Permanent subject to funding
<b>Benefits</b>	Aviva Auto Enrolment Pension Scheme Annual Holidays - 25 days + Public Holidays (x8) Flexible working arrangements, depending on the needs of the role Employee Assistance Programme Regular supervision and support

## Background

The Prince's Trust Team Programme recruits and runs regular 12-16 week personal development programmes for young people, here at Groundwork we have been delivering The Prince's Trust Team Programme for 24 years.

At Groundwork we believe that every young person should have the chance to embrace exciting opportunities. We help 11 to 30 year-olds who are unemployed or struggling at school to transform their lives.

Many of the young people we help are in, or leaving, care. They may be facing issues such as homelessness, suffering with their mental health or have been in trouble with the police.

Our programmes give young people the practical and financial support they need to stabilise their lives. We help them develop key skills while boosting their confidence and motivation to enable them to reach their full potential.

Working with partner agencies to recruit and introduce social awareness sessions, our hope is for young people to progress into further training, education or employment.

For more information about the Prince's Trust Team Programme please see:

<https://www.groundwork.org.uk/projects/change-your-life-on-the-princes-trust-team-programme/>

<https://www.princes-trust.org.uk/help-for-young-people/get-job/boost-your-confidence>

## Scope of Role

The Assistant Youth Development Officer will work as part of a team to deliver The Princes Trust Team Programme in order to achieve the desired outcomes and raise the life chances and attainment of young people attending the programme.

## Main Duties & Responsibilities

### Programme Delivery

- Assisting the Youth Development Officer to set programme learning objectives to meet both team and individual needs.
- Prepare, deliver sessions and assess progress of learners against qualification standards.
- Assisting the Youth Development Officer to organise and participate in 3 x 4 day residential trips per annum.

### Working with Others

Liaise with community organisations, agencies and partners to prepare for and plan sessions in line with programme requirements.

### People Management

- Provide leadership and guidance to the participants, taking responsibility for their health, safety and welfare, including providing information on and taking appropriate action relating to the disciplinary procedure.
- To deputise in the absence of Youth Development Officer

### Reporting and Finance

- Assist with distributing Petty Cash to reimburse learners expenses.
- Assist in data collection to facilitate Programme evaluation and the production of regular monitoring reports for the management team.
- Ensure all Health and Safety Procedures/Risk Assessment systems are completed in a timely manner and are effective.
- Other such duties as necessary for the maintenance and development of Groundwork People Programmes, including possible work with other age categories.

### Organisational Responsibilities

1. Investors in People - Groundwork Cheshire Lancashire & Merseyside is committed to maintaining its Investor in People (IIP) status and you are expected to support the ongoing development of IIP.
2. Health & Safety - All staff and volunteers have responsibility for ensuring that their working environment is healthy and safe and that staff and volunteers for whom they are responsible for, or working with, are not placed at risk. All staff and volunteers will be expected to familiarise themselves with and adhere to the current Health & Safety Policy.

3. **Equal Opportunities & Diversity** - Groundwork Cheshire Lancashire & Merseyside strives to be an equal opportunities employer and operates an Equal Opportunities policy. It also recognises the benefits that a diverse workforce brings to the organisation and welcomes this. **Data Protection** - Groundwork Cheshire Lancashire & Merseyside endeavours to comply with the Data Protection Act 2018. It may be necessary to disclose personal data to funding bodies - where a role is funded externally - in order to comply with their funding requirements. If this applies to you we will inform you about what information is shared.
4. **Personal Development** - All staff and volunteers will be expected to participate in a broad range of personal development activities in line with best practice and take responsibility for identifying own learning needs in order to fulfil the requirements of the role and support career progression.
5. **Corporate Training** - All staff and volunteers will be expected to attend and fully participate in the Trust's Corporate Training Programme.

### **Changes to job descriptions**

This is a description of the job as it is currently envisaged at the date noted in the footer.

It is the Trust's practice to review, from time to time, employee job descriptions and to revise them to ensure that they relate to the job that is being performed and/or to incorporate any changes being proposed. Any changes will be led by your line manager in consultation with you and any amendments will be approved by the relevant Service Director. You will have the opportunity, and are expected, to fully participate in such discussions.

This job description is broad-based and is not intended to be an exhaustive list of all possible duties, as it is recognised that jobs may change over time. Should the duties change significantly, the post and salary level will be fully reviewed.

# PERSON SPECIFICATION

**Assessment Key:** A (application form), I (interview), P (presentation), E (exercise), R (role play)

	Essential (E) Desirable (D)	Assessment Method
<b>Education, Training and Qualifications</b>		
5 GCSE Grade A*- C, 9-4 or equivalent, including English and Maths	E	
Training that demonstrates personal development within Youth Development		D A
Youth & Community qualification or equivalent		D A
Award in Education and Training (AET)		D A
First Aid at Work		D A
<b>Experience</b>		
Planning, delivering and assessing programmes of activity		D A/I
Proven experience of leadership, preferably leading young people and/or volunteers	E	A/I
Experience of marketing and promotion activities		D A/I
<b>Skills and Attitude</b>		
Able to utilise word processing, email, power point, spreadsheets and databases in the course of your work	E	A/I
Able to communicate effectively in person and in writing, using versatile and creative approaches when needed	E	I
Attention to detail and highly organised	E	I
Enthusiastic motivator with patience, able to adapt communication style and use appropriate language	E	I
Able to work alone and as part of a team	E	I
<b>Knowledge</b>		
Knowledge of the local area		D A
Knowledge of the issues facing our client		D I
<b>Personal Qualities and Commitments</b>		
A commitment to understand and follow all GCLM Core Policies in all work practices.	E	A
A demonstrable commitment to the aims and objectives of Groundwork, ensuring awareness of the up to date Mission, Vision and Value Statements.	E	A
Willingness to support the service team out of hours, including occasional evenings and weekends, as and when required.	E	A
Willingness to attend departmental/trust meetings/training events as and when required.	E	A
Access to own transport in the course of your duties.	E	A
Holder of a D1 Driving Licence for the purpose of driving a mini bus, where the role requires this		D A

## Note to applicant:

Should you have any questions about the assessment methods, please don't hesitate to contact HR on 01942 821444 who will be happy to answer any questions and/or address any special requirements.

Employee: (name in caps)	Employee: (signature)	Date: (signed)