

Groundwork in Cheshire, Lancashire and Merseyside.

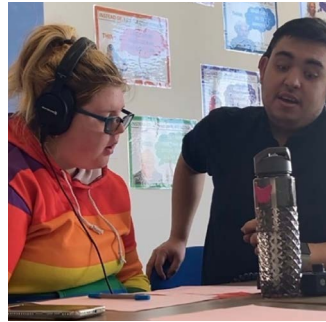
## Youth Programme Officer

Salary: £20,759- £25,929 per annum

36.25 hours per week

12 month fixed term contract with potential to become permanent depending on funding

Delivery location: Blackpool - Central Library, @Grange & Enterprise Centre.



# Inspire. Motivate. Make a difference.

We're looking for a good motivator, to deliver our Creative Media Programme in Blackpool. This innovative and interactive programme has been developed to improve the life chances and attainment of young people.

As Youth Programme Officer you will work as part of a team. You'll be expected to deliver engagement activities with young people across Grange Park. This will include existing projects such as 'Grime on Grange' and 'Divas', as well as engaging and involving young people in the delivery of environmental improvement projects, including tree planting.

In addition to a programme of after-school engagement activities, you will also deliver an 8 week creative media / arts programme targeted at 13-18 year olds. This will include; 1 to 1 life skills coaching, healthy lifestyle plans and signposting to specialist services.

If you're someone who is well organised and enjoys working with and can inspire young people, we'd like to hear from you.

### How To Apply

Full details of the post and an application pack are available by emailing: [recruitment.clm@groundwork.org.uk](mailto:recruitment.clm@groundwork.org.uk) or by calling 01942 821 444.

**Closing Date:** 23/07/2021 at 12 noon

**Interviews:** w/b 26.07.21



**European Union**  
European Regional  
Development Fund



## Job Description & Person Specification

<b>Job Title:</b>	Youth Programme Officer
<b>Service:</b>	Employment & Skills Department
<b>Hours of work:</b>	36.25 hours per week
<b>Pattern of work:</b>	Monday – Friday 10:00 / 11:00 – 18:00 / 19:00  (with occasional weekend / evening hours as and when required by the programme requirements)  Working hours have some flexibility and will be discussed at the interview stage.
<b>Head Office base:</b>	Groundwork Cheshire, Lancashire & Merseyside, 74-80 Hallgate, Wigan, WN1 1HP
<b>Work locations:</b>	Delivery location(s) in Blackpool – Central Library, @Grange and Enterprise Centre
<b>Salary:</b>	£20,759- £25,929 per annum
<b>Reporting to:</b>	Blackpool E&S Manager
<b>Responsible for:</b>	Line Management of Volunteers / Young People on Programme
<b>Type of Contract:</b>	12 month fixed term contract with potential to become permanent depending on funding
<b>Benefits</b>	Auto Enrolment Pension Scheme Annual Holidays - 25 days + Public Holidays - pro rata for part time staff Flexible working arrangements, depending on the needs of the role Employee Assistance Programme Appropriate training and refresher courses

## Background

1. The Youth Programme Officer will work as part of a team to deliver our Creative Media Programme in order to achieve the desired outcomes and raise the life chances and attainment of young people attending the programme.
2. The Youth Programme Officer will work to deliver engagement activities with young people across Grange Park. This will include engaging young people in existing projects such as Grime on Grange and Divas as well as integrating young people in the delivery of environmental improvement projects including tree planting.
3. For more information about the organisation, service or project please see:  
<https://www.groundwork.org.uk/hubs/northwest/>
4. This role is part funded by the European Regional Development Fund.

## Scope of Role

Our Youth Programme Officer will deliver a programme of after school engagement activities that look to engage young people in a range of activities. After engagement of the Young People you will then deliver an 8 week creative media / arts programme to a team of young people aged between 13-18 including the following;

- Devising and supervising specialist workshops incorporating both media and arts.
- One to One life skills coaching.
- Healthy lifestyle plans.
- Signpost to specialist services.

## Main Duties & Responsibilities

### Programme Delivery

- Create, plan and implement a new structured personal development programme that minimises the risk of young people falling into or remaining within the NEET (Not in Education, Employment or Training) group.
- Set programme learning objectives to meet both team and individual needs.
- Prepare, deliver and assess progress against grant guidelines.
- Liaise with community organisations, agencies and partners to prepare for and plan sessions in line with programme requirements.

### Working with Others

- Liaise with agencies, partners and community organisations to develop recruitment pathways for this programme and participation in other local Groundwork projects.
- Identify and develop local specialist service providers to maximise the engagement of local young people.
- Attend local partnership meetings to increase awareness of the programme and other complimentary Groundwork projects.

### People Management

- Provide leadership and guidance to the participants whilst taking responsibility for their health, safety and welfare.
- Conduct regular meetings for programme evaluation, review and assessment with the whole team and on an individual basis.
- Recruit, support and line manage volunteers with responsibility for providing training and guidance as needed.

### Reporting and Finance

- Submit quarterly reports on the programme to the Programme Manager.
- Ensure you have an understanding of programme budgets and be responsible for managing petty cash.
- 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, are reviewed and remain effective.

Other such duties as necessary for the maintenance and development of Groundwork 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.
4. **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.
5. **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.
6. **Corporate Training** - All staff and volunteers will be expected to attend and fully participate in the Trust's Corporate Training Programme.

**Note:**

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.

**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)

**July 2021**



**European Union**  
European Regional  
Development Fund





# 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>			
Training that demonstrates personal development within Youth Development	E		A
5 GCSE Grade A*- C, 9-4 or equivalent, including English and Maths	E		A
Youth & Community qualification or equivalent		D	A
IAG – Level 3 upwards		D	A
First Aid at Work		D	A
<b>Experience</b>			
Planning, delivering and assessing programmes of activity	E		A/I
Proven experience of leadership, preferably leading young people and/or volunteers	E		A/I
Experience of managing health and safety and developing risk assessments	E		A/I
Experience of marketing and promotion activities	E		A/I
Experience of recruiting and supporting volunteers		D	A/I
Experience of delivering practical environmental improvement projects such as tree planting		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>			
A broad understanding of the issues facing young people on Grange Park	E		I
A good understanding of Data Protection and handling personal data in the office and on site.	E		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.		D	A