

**Candidate Information Booklet**

Project Youth Officer

25 Hours per week

(Ref: PW/20/08/19)

Closing Date of Applications:

12 Noon – 13 September 2019

*This post is funded by The National Lottery Community Fund*

*(Empowering Young People)*

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**Job Description**

**Job Title:** Project Youth Officer

**Salary:** £16,845.00

**Hours:** 25 Hours per week

**Responsibility to:** Services Manager

**Based at:** Lilac House, 4 Sandhurst Road, Belfast

18 month contract subject to 6 months’ probation and to funding conditions.

**Main purpose of Job:**

The post holder will work directly with young people with additional needs on the ‘What Next’ Project funded by Big Lottery Empowering Young People.

They will undertake duties under the direction of the Services Manager to ensure the planning, delivery, implementation and evaluation of the project.

Will maintain excellent working relationships with young people, families, staff and volunteer teams.

To promote, recruit young people for participation in the programme and assist the Services Manager in the development and implementation of the project, its goals and outcomes to ensure its success

Due to the nature of our work with young people, some of the Project Youth Worker’s role is delivered late afternoons, evenings and weekends)

*This post is subject to Enhanced AccessNI Check – disclosure information will be used in line with Autonomie’s Recruitment of Ex-Offenders Policy and Fair Employment practices.*

**Job Description & Person Specification:**

1. To promote, recruit and support of participants for the ‘What Next?’ programme
2. To manage, support and supervise all staff, volunteers within ‘What Next? programme
3. To assist in the delivery of the Person-Centred training programmes.
4. Ensure the implementation of the ‘What Next?’ project in line with Community Fund Empowering Young People requirements.
5. To assist in the monitoring and evaluation of all work undertaken.
6. To participate in appropriate Team Meetings & in-service training.
7. To implement and uphold Autonomie policies and procedures.
8. To assist the Services Manager to measure and record of impact of project
9. Ensure the participants gain increased self-confidence, wellbeing and independence.
10. To ensure accurate recording of all information related to the project, produce monthly progress reports against targets & outcomes.
11. Attend all relevant team and multi-agency meetings as allocated by management
12. To develop relationships with the wider community and external agencies to maximise the opportunities for young people with additional needs to actively participate in their community & wider society.
13. To work conjunction with management to maintain quality systems to ensure the full delivery of quality programmes to all user groups and to ensure all standards and processes are being met for funders.
14. To carry out such other duties, as may be assigned by Management, within the level of this post.

**Person Specification:**

**Experience/Qualifications**

Essential:

1. A third level qualification in Youth Work, Social Care.
2. At least 3 years’ experience in managing staff/volunteers
3. A minimum of 2 years’ experience of working with Young People with Additional needs (either paid or voluntary)
4. Experience in the development and delivery of youth work curriculum in various settings.
5. Experience in motivating and empowering isolated and disengaged young people
6. Knowledge of promoting the project and to recruit new participants for each programme.
7. Excellent communication & skills both written and oral
8. Safeguarding children and vulnerable adult training undertaken in the past 12 months.
9. Experience the awareness of the needs of families and young people with additional needs.
10. A full current driving licence and access to a vehicle is essential. Consideration will be given to alternative travelling proposals in respect of applicants with a disability who cannot hold a licence.
11. Willingness to work flexible hours required for the job which may include evening & weekend work.
12. Experience of using Microsoft packages to include Outlook, Word, Excel and PowerPoint.

Desirable:

1. Experience of facilitating good relations work with young people.
2. Ability to promote and to encourage participation in programmes
3. Good interpersonal skills and able to demonstrate a variety of methods of delivering person-centred training programmes.

 **Terms & Conditions:**

*Holidays*: 25 days, plus all statutory holidays (Pro-rata)

*Pension* Autonomie - 5% pension contribution

*Contributions*: Personal – 3% pension contribution

*Time off in Lieu*: Additional hours over 25 hours per week will be taken

 as time off in lieu within a 30-day period.

*Smoking*: Autonomie has a firm “No Smoking” policy

*Sickness*: Statutory Sick Pay will be paid for sick leave of more

 than 7 days