

SOUTH SWINDON PARISH COUNCIL

Youth Engagement Officer

Job Description & Person Specification



JOB SUMMARY

Job Title: Youth Engagement Officer

Department: Community & Admin

Reports to: Youth Worker

Employment Type: Permanent, part-time position (15 hours per week), including evening and weekend work.

Salary: FTE £30,023-£32,046 (SCP 13-17) pro-rata

Hours: This is a part-time position (15 hours per week). Evening and weekend work will be required to support youth clubs and other youth events and activities that support the council's Youth Strategy and objectives. Hours worked outside the standard pattern are compensated through time off in lieu or paid overtime and agreed in advance with the line manager.

Annual Leave: 25 days plus 2 statutory days to be taken at the Council's discretion.

Equal Opportunities: Applications welcome from all sections of the community; adjustments are available at any stage of the process and in the role.

JOB PURPOSE

South Swindon Parish Council engages with young people across South Swindon Parish by delivering a programme of youth engagement, activities and events. In 2024 the Parish Council adopted a new Youth Strategy which focussed on rolling out volunteer-led youth clubs across South Swindon Parish and adopting annual youth objectives aiming to address gaps in youth provision in the parish.

The post holder will be an advocate for young people and play a key role in delivering the Parish Council's Youth Strategy, supporting the Parish Council's Youth Worker to sustain and roll out new Youth Clubs as well as meet the council's Youth Objectives.

KEY RESPONSIBILITIES

Youth Work Programme

- Develop and support a youth work programme that is safe, inclusive, accessible and cost effective, and which responds to the diverse needs and circumstances of young people across the Parish. The programme will focus on providing activities for young people in South Swindon Parish that will enhance their personal development.

- Work as part of a team on delivering the Parish Council's Youth Clubs in cooperation with the Parish Council's Youth Worker. This will include managing volunteers supporting the Youth Service and liaising with host venues and requirements.
- Review programmes for young people led by other Parish Council teams or partner organisations in the parish, advising on how they can better support young people and how they can help better meet the Parish Council's Youth Strategy and objectives.

Working with Parish Councillors and the Community

- Promote and communicate the Parish Council's Youth Service, raising awareness of the council's Youth Strategy and Objectives for young people within the Parish.
- Assist the Parish Council's Youth Worker to deliver the Parish Council's annual Youth Objectives.
- Manage projects aiming to meet the council's Youth Objectives making requests for budget resource when necessary.
- Assist the Youth Worker with drafting reports for the Youth Working Party summarising all aspects of the South Swindon Parish Council Youth Work programme, including the outcomes achieved through this programme.
- Support initiatives inside the Parish that are led by other parish council teams and partner agencies, working collaboratively to support the desired outcomes of the Parish Council's Youth Objectives.

Safeguarding and Health & Safety

- Ensure a safe approach is taken to working with young people, especially regarding safeguarding and DBS requirements.
- Ensure the Parish Council's policies and procedures are observed when participating in Youth Work activities.
- Take appropriate training to ensure the Parish Council's Youth Service is delivered safely and effectively, as well as complying with all current legislation.
- Identify and manage risks when participating in Youth Work. This includes completing risk assessments and other health and safety documentation.

General

- Deputise for the Parish Council's Youth Worker when they are absent.
- Act as one of the main contacts for people wishing to access or require information of the Parish Council's Youth Service.
- Carry out other duties commensurate with the nature of this post.

ADDITIONAL NOTES

- This role involves regulated activity/work with children and is subject to an enhanced DBS check and any other pre-employment checks required by the Council's safeguarding and safer recruitment procedures.
- This job description is not exhaustive and may be reviewed and amended in consultation with the post holder.
- South Swindon Parish Council is committed to an accessible and inclusive recruitment process. Applicants who require reasonable adjustments at any stage of the recruitment process are encouraged to let us know. We will work with applicants to identify and implement reasonable adjustments wherever reasonably practicable.

PERSON SPECIFICATION

	Essential	Desirable
Qualifications	GCSE English at Grade C/4 or equivalent.	Hold a level 3 certificate or Diploma in Youth Work.
	Ability to drive and travel to different locations to help prepare and coordinate youth activities. Reasonable adjustments will be considered where appropriate.	
Knowledge, Skills and Experience	Demonstrable experience of working with children and young people, including in a youth work or educational setting.	Experience of effectively managing volunteers when working with young people.
	Experience of managing or co-managing a programme of work with young people, including the planning and delivery of this work.	Experience of working with multiple stakeholders to effectively implement work with young people.
	Sound knowledge and understanding of national and local legislation, policies, procedures and statutory requirements relating to child protection and safeguarding, with the ability to apply these effectively within youth work practice.	Experience of providing reports for stakeholders on your work with young people.
	Knowledge of Youth Work values and principles and how these are implemented into practice.	
	Experience of using Microsoft Office	

	applications to support administration, record keeping, reporting and communication."	
Personal Qualities	Approachable and possess strong communication and interpersonal skills.	
	Able to develop and nurture effective working relationships, including with young people, parents, carers and other partners, displaying appropriate professional boundaries.	
	Self-Motivated, with the ability to drive new ideas.	