

Fitzrovia Youth in Action

JOB DESCRIPTION – Youth Participation Officer

JOB TITLE	Youth Participation Officer
HOURS PER WEEK	35 hours/week, including ad hoc evening work
BASED AT	Fitzrovia Youth in Action (FYA)
RESPONSIBLE TO	Youth Leadership Manager
SALARY	£24,000 - £28,000 (based on experience)
ANNUAL LEAVE	30 days, plus public holidays
LENGTH OF CONTRACT	Permanent

Background to Fitzrovia Youth in Action

Fitzrovia Youth in Action (FYA) is central London's leading youth action charity that empowers young people to fulfil their potential and create positive change for themselves, their peers and the community.

FYA was launched in 1997 and over the last 21 years, the charity has grown into an organisation that supports hundreds of young volunteers each year in tackling issues that matter to them. We believe in the power of young people to lead positive change. FYA has its roots in the act of young people coming together and it is this approach that runs through all of our work.

Our young volunteer journey starts when our beneficiaries from as young as eight years old are engaged in sports and physical activities. From there, they progress through our range of youth-led volunteering programmes. Young people learn about the issues that matter to them and share their knowledge to over 1000 other young people annually through workshops they deliver themselves. As part of this, young people create short films and sound tracks to get their message across to their peers. In addition, we train young people to provide mentoring support to help other young people face challenges at school, with friends or with their feelings. Young people also organise street parties, festivals and sporting events which bring together thousands of people from different backgrounds.

We have ambitious goals for the next three years. We are developing new models of youth-led community action and create more leadership opportunities for young people. We are developing the way we evaluate our work. By 2019, we will achieve Project Oracle Level 2 accreditation for applying our new validated evaluation tool to show how youth action impacts on wellbeing, community belonging and skills development.

Purpose of the post

The post holder will manage and develop youth-led community projects in which young people develop their leadership and employability skills through becoming actively involved in their community and participating in self-directed community action. The successful candidate will oversee the development and delivery of a number of youth-led community projects, primarily the organisation of youth-led community events, but might also include elements of other youth-led activities, such as youth action team, health champions and ambassadors.

Typically, this would involve working with groups of around 10 young people in each cohort and support them to deliver their community project over a 12-week period. Examples of projects include youth-led football tournaments, street parties and festivals and peer education activities. FYA are entering a new phase of work, with the development of our new Youth Action Innovation Hub – The Warren Centre. This post will be part of the delivery team overseeing a number of self-directed community action projects. The post holder may also support drop-in sessions and other activities aimed at engaging young people and referring them onto the youth-led community action programme.

Duties and responsibilities

1. To facilitate youth-led community projects and manage all the related aspects related to that work.
2. To facilitate other youth led programmes, such as health champions, ambassadors and the youth action Warren Centre programme.
3. To build positive relationships with young people in order for them to be involved and supported, as individuals and in groups, in planning and delivering a range of youth-led community projects.
4. To support an outreach and youth engagement programme, including drop-in sessions or other activities, to attract and recruit young people and refer them onto youth-led community action projects.
5. To ensure that there are pathways and partnership arrangements in place for young people to progress into the youth-led community programme and work with the Youth Leadership Manager to improve our Service User Journey.
6. To create working conditions in which young people feel secure, confident and valued and in which they are increasingly able to take control of their own activities, with their knowledge and experience being highly valued.
7. To help young people access their own community interests and needs, and to guide them towards positive volunteer experiences.
8. To work with other FYA staff in designing and delivering employability workshops to help young people involved in FYA projects to identify and articulate the skills they have gained. To work with other FYA staff to refer young people to the mentoring and work experience opportunities available.
9. To prepare reports for the Youth Leadership Manager, Head of Programmes and/or Chief Executive.
10. To ensure all work is thoroughly and systematically evaluated
11. To support, induct and manage new volunteers.
12. To assist in the delivery of wider activities of the charity when required and undertake other duties as reasonably requested by the Youth Participation Manager or the Chief Executive and to work collaboratively with other FYA staff and volunteers.

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Person Specification

E = Essential

D = Desirable

Experience

- 1) Experience of at least two years' developmental work with young people, part-time or full-time in an inner-city, multi-cultural and diverse environment (E).
- 2) Experience of supporting participatory, young person-led group work (E).
- 3) Experience of devising and delivering workshops and structured training sessions (E).
- 4) Experience of work in focussed group settings, one-to-one, outreach work and in a residential setting (E).
- 5) Experience of managing projects and complex workloads (E)
- 6) Experience of partnership/multi-agency work and of promoting / maintaining productive relationships with a variety of individuals and organisations to ensure the effective implementation of projects (E).
- 7) Experience of event management (D).
- 8) Experience of monitoring and evaluating programmes (D).
- 9) Experience of providing training to young people, particularly in the areas of youth action, peer motivation, enterprise and/or co-production (D).
- 10) Experience of developmental work within the charity sector (D).
- 11) Experience of supporting and developing work with girls and young women (D).
- 12) Experience of supervising staff and volunteers (D).
- 13) Experience of using a CRM database system (D).

Knowledge and understanding

- 1) Knowledge of issues that affect young people within an inner-city, multi-cultural and diverse environment (E).
- 2) Understanding the need to ensure young people are involved in decision making, and are represented, at all levels within the project (E).
- 3) A clear understanding of the effects of inequality and a commitment to working to challenge discrimination (E).
- 4) An understanding of the purpose and methods of youth work delivery (E).

Abilities and skills

- 1) Ability to recognise the strengths in young people and use their skills to benefit project development (E).
- 2) Ability to prioritise, set and achieve own targets, manage complex workloads and work without direct supervision (E).
- 3) Possession of basic computer skills, including word processing and spread sheets (E).
- 4) The ability to develop, plan, monitor and evaluate a programme of work appropriate to the different needs, abilities and interests of young people (E).
- 5) Ability to motivate people (E).
- 6) Ability to show initiative (E).

Other requirements

- 1) Willingness and flexibility to work evenings and weekends (E).
- 3) Enthusiasm and willingness to be flexible in achieving targets and outcomes (E).
- 4) Readiness to work in the challenging environment of a small voluntary organisation (E).
- 5) Willingness to work closely and collaboratively with other staff members and offer support where needed (E).
- 6) Youth and Community Work qualification (D).