



## Fitzrovia Youth in Action

### JOB DESCRIPTION

<b>JOB TITLE</b>	Youth Participation Officer Peer Education (Internship)
<b>HOURS PER WEEK</b>	35 hours/week, including ad hoc evening work
<b>BASED AT</b>	Fitzrovia Youth in Action (FYA)
<b>RESPONSIBLE TO</b>	Head of Programmes
<b>ANNUAL LEAVE</b>	30 days, plus public holidays
<b>CONTRACT</b>	Starting January 2022 for 12 months
<b>SALARY</b>	£20,111 per annum

#### **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 soundtracks 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 (currently on hold due to the Covid-19 lockdown).

We have ambitious goals. 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. We have achieved 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**

This post and 25 other interns from different organisations in London and Essex is funded and supported by the Jack Petchey Foundation internship programme, which is designed to help young people start their career in the youth sector while also enabling the host charity to create more opportunities and reach more young people. A part of this Jack Petchey internship programme the postholder will be required to take part fully in the programme, which includes attending a launch conference, a six-month update workshop, six professional development workshops through the year and a celebration event at the end of the programme. You will also have access to an extra training bursary of £1,000 for approved training. You will also be matched with a mentor from another organisation to support you in your professional development. The Jack Petchey Internship Programme training and events will take place in person (subject to covid restrictions) in London and you will be expected to take full part in this programme alongside your role at Fitzrovia Youth in Action.

The post holder will manage and develop youth-led projects in which young people develop a variety of skills and knowledge through active involvement in self-directed social action work. The successful candidate will oversee the development and delivery of a number of youth-led projects, primarily the organisation of peer education media programmes but might also include elements of other youth-led activities, such as community events, youth action teams, and peer mentoring.

Typically, this would involve working with groups of around 10 young people in each cohort and support them to deliver their peer education project over a 12-week period. Examples of past projects include young people creating music videos to educate others about the dangers of drugs and alcohol or short YouTube films on mental health awareness. The post holder may also support our drop-in and sports sessions and other activities aimed at engaging young people and referring them onto the youth-led community action programme.

## **Duties and responsibilities**

1. To take full part in the Jack Petchey Internship development programme and the mentoring programme, which includes attending all Jack Petchey external events, mentoring meetings and reviews.
2. To development themselves as a youth participation officer and youth worker, which includes attending relevant training courses and completing accreditations.
3. To support facilitation of all youth led programmes, mainly the peer education programme.
4. To build positive relationships with young people for them to be involved and supported, as individuals and in groups, in planning and delivering a youth-led projects.
5. To support an outreach and youth engagement programme, including drop-in sessions or other activities, to attract and recruit young people and refer them to other projects.
6. To support any arrangements for young people to progress into the youth-led programmes and work with project managers to improve our Service User Journey.
7. 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.
8. To help young people access their own community interests and needs, and to guide them towards positive volunteer experiences.
9. 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.
10. To support in preparing reports for project managers, senior management, Head of Programmes and/or Chief Executive.
11. To ensure all work is thoroughly and systematically evaluated.
12. To assist staff in the support, induction and management of new volunteers.

13. To assist in the delivery of wider activities of the charity when required and undertake other duties as reasonably requested by senior management or the Chief Executive and to work collaboratively with other FYA staff and volunteers.

## Fitzrovia Youth in Action Youth Participation Intern Person Specification

E = Essential

D = Desirable

### **Experience**

- 1) Display an interest in the developmental work with young people, part-time or full-time in an inner-city, multi-cultural and diverse environment (D).
- 2) Experience of supporting participatory, young person-led group work (D).
- 3) Knowledge of devising and delivering workshops and structured training sessions (D).
- 4) Experience of work in focussed group settings, one-to-one, outreach work and in a residential setting (D).
- 5) Experience of managing projects and complex workloads (D)
- 6) Knowledge 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 (D).
- 7) Knowledge 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) Awareness of CRM database systems (D).
- 14) Experience of working with media production, such as music production, videography or filmmaking. (D)

### **Knowledge and understanding**

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

### **Abilities and skills**

- 1) Ability to recognise the strengths in young people and use their skills to benefit project development (D).
- 2) Ability to prioritise, set and achieve own targets, manage complex workloads and work without direct supervision (D).
- 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 (D).
- 5) Ability to motivate people (D).
- 6) Ability to show initiative (E).
- 7) Possess media abilities and skills, such as editing, filming, photography and music production. (D)

### **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) Willingness to gain a Youth and Community Work qualification (D).