



VENTNOR TOWN COUNCIL



JOB DESCRIPTION

POST	YOUTH PROJECT OFFICER	SALARY	£20,375
REPORTING	COMMUNITY DEVELOPMENT OFFICER	WEEKLY HOURS	30
EMPLOYER	VENTNOR TOWN COUNCIL	SCALE (PRO RATA)	JNC SCP 13
PURPOSE	To lead the development of Ventnor's Youth Club		

KEY TASKS

- 1) To work closely with local organisations to support, develop and maintain youth services in Ventnor and to ensure that venue-based youth work sessions are engaging, stimulating and educational.
- 2) To increase young peoples' awareness of the Youth Club in Ventnor and to engage with local networks.
- 3) To work proactively to increase the engagement of disadvantaged young people and those with disabilities in the Youth Club programmes in Ventnor and employ reliable monitoring procedures.
- 4) To support a diverse programme of activities which will increase confidence, aspiration and self-esteem and to ensure that young people are able to participate in service design, delivery and governance.
- 5) To work with appropriate agencies to develop a tailored and local approach to education on well-being, personal safety and also to connect young people with positive education, employment and training opportunities and challenge barriers preventing progress.
- 6) To lead on safeguarding for Ventnor Town Council and ensure that safeguarding issues are recorded and reported to the appropriate agency and to attend case meetings as required
- 7) To work in an energetic, innovative and inspiring manner which draws in support from other agencies and services working to achieve the same goals.
- 8) To develop and implement a programme which addresses risk taking behaviour in a street wise and open manner in areas such as smoking, drugs, violence, vandalism, problematic relationships, mental health, engaging with education, life skills and bullying.
- 9) To explore the potential for the extension of youth service provision in Ventnor by the engagement of other local third sector organisations and advise on the capacity building to do so.
- 10) To line manage the Sessional Youth Workers and undertake a programme of continuous monitoring and evaluation against the targets set by funders.
- 11) To explore and develop options for the project beyond 2017.

RELATED TASKS

- 13) To adhere to the requirements of the Data Protection Act, Equalities Act 2010, Disability Discrimination Act 1995 and the Safeguarding Vulnerable Groups Act 2006 in respect of confidentiality and disclosure of data.
- 14) To comply with Ventnor Town Council's Equal Opportunities Policy and apply it at all times.
- 15) To carry out such other duties as may occasionally be required by the Community Development Officer in line with the objectives of the post and Ventnor Town Council.