



VENTNOR TOWN COUNCIL



JOB DESCRIPTION

POST	YOUTH OPPORTUNITIES OFFICER	SALARY	£19,234
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 Offer by supporting the Partner Organisations' programmes and engaging with other local organisations		

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 Offer 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 Offer 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; 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 work closely with other Isle of Wight Youth service partners in order to benefit from innovation, and best practice being developed in other areas.
- 11) To line manage the Sessional Youth Workers and undertake a programme of continuous monitoring and evaluation against the targets set by funders.
- 12) 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.



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PERSON SPECIFICATION

YOUTH OPPORTUNITIES OFFICER

QUALIFICATIONS

- 1) It is essential that the post holder has qualifications to at least Level 3 with a good standard of English and Mathematics
- 2) It is essential that the postholder is willing to undertake training in Child Protection, Health and Safety (Risk Assessments) and First Aid
- 3) It is desirable that the post holder has a relevant qualification in youth and/or community work

SKILLS

- 4) It is essential that the postholder can work evenings and weekends as required
- 5) Good knowledge of Microsoft Office programmes and familiarity with Email and Internet use is also essential
- 6) Ability to contact, engage, motivate and communicate with young people
- 7) Ability to respond appropriately in challenging situations, employing appropriate guidelines
- 8) Experience of partnership working and an ability to coordinate and prioritise the needs of different projects
- 9) The postholder will possess a genuine belief in the important role young people play in society

EXPERIENCE

- 10) Previous or current experience with a voluntary/community sector organisation
- 11) Demonstrable experience of project design, delivery and monitoring
- 12) Experience in understanding and addressing the issues facing deprived communities, families and individuals
- 13) An understanding of confidentiality matters
- 14) Willingness to work flexibly

ASSESSED BY

Application
form
& Interview



VENTNOR TOWN COUNCIL



JOB APPLICATION FORM

POST

Youth Opportunities Officer

PERSONAL DETAILS

LAST NAME		OTHER NAMES	
ADDRESS		HOME PHONE	
		WORK PHONE	
POST CODE		MOBILE	

PRESENT OR LAST EMPLOYMENT DETAILS

NAME OF EMPLOYER	POSITION HELD	FROM	TO	SALARY

MAIN DUTIES

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PREVIOUS EMPLOYMENT DETAILS

NAME OF EMPLOYER	POSITION HELD	FROM	TO	SALARY

VOLUNTARY SECTOR EXPERIENCE

ORGANISATION WITH/FOR	ROLE/WORK DONE	FROM	TO

EDUCATION AND TRAINING DETAILS

FROM	TO	FT/PT	SUBJECT(S)	QUALIFICATION	AWARDING BODY

DECLARATION

I declare that the information contained in this form is true and accurate. I understand that if any statement is later discovered to be false or misleading, my employment may be terminated

SIGNATURE		DATE	
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REFEREES' DETAILS

FIRST REFEREE		SECOND REFEREE	
NAME		NAME	
STATUS		STATUS	
ADDRESS		ADDRESS	
POST CODE		POST CODE	
PHONE NO.		PHONE NO.	
Please indicate how the referee knows of your skills and experience			
Please tick box if you do not wish us to contact this referee prior to interview		Please tick box if you do not wish us to contact this referee prior to interview	

YOUR EXPERIENCE

The Job Description for this post details the key areas of responsibility and tasks involved. The Person Specification lists the key areas of knowledge, experience and skills the postholder will need to have. Please show us in this section how your experience has prepared you for this post and how you meet the requirements for it. Feel free to attach additional sheets if necessary

YOUR EXPERIENCE (CONTINUED)

Blank area for writing experience.