

**The Froud Centre**

1 Toronto Avenue,

Manor Park

London E12 5JF

 **020 8478 2468**

Job Description

**Young Facilitator**

Job title:

Young Facilitator

Duration:

32 hours a month

Direct line manager and accountability:

Youth Manager & Programme Coordinator

Salary:

£10.85 per hour

Location:

Froud Community Centre, Manor Park, E12 5JF and home based.

Job type:

Fixed term – 12 months

**Background:**

Aston Mansfield has been working in the heart of east London for over 130 years. Our work with children, young people and families offers hope and practical experiences to build aspirations and create better futures. Working with over 400 young people each year, our aim is to create a vibrant and inclusive learning environment so that young people can become successful and active citizens contributing to their communities. We have specialist skills in working with young people with special educational needs, disabilities and their families and in working with young people at risk of mental health issues.

We are proud of our work in developing challenging young people to become young leaders through our programmes and we are currently working with London Youth to gain accreditation through their quality assurance framework.

We run a range of youth projects in Newham including Young Achievers Group (YAG) for young people with special education needs and disabilities; a youth leadership programme, Youth4Youth and outreach/street work.

We are looking to recruit young people aged 18 – 25 for three Young Facilitator roles. The successful candidates will support the successful delivery of our various youth projects, such as Youth4Youth, a leadership development scheme for young people from around Newham. The Youth4youth programme brings diverse youth from across the Borough who may not ordinarily meet or befriend one another for a series of team building and skills development sessions. As part of their journey toward becoming an agent of change in their community, young people plan and deliver events and campaigns, growing their confidence, experience and networks. The role of the Young Facilitator will be to support young people through the training, learning and delivery of their social action projects.

The role is primarily home based and will require some evening and weekend work.

**Primary tasks:**

* To support the growth and development of Aston-Mansfield’s numerous youth projects and to act as a representative of Aston-Mansfield at appropriate forums and events and build relationships with relevant stakeholders.
* Promote, encourage and sustain youth participation within Aston Mansfield by supporting small cohorts of participants.
* Facilitating and hosting socials, meetings and recruiting young people to get involved in our youth programmes.

**Specific tasks:**

* To support the Project Coordinator to ensure that all activities and outcomes are planned, prepared and implemented, in consultation with young people and staff
* To support the implementation of the outreach model to recruit numbers of young people on to our various projects.
* To be the main point of contact with a cohort of young people and feeding back regularly to colleagues and line manager.
* Help to raise the profile of Aston-Mansfield’s work with young people through social media channels, blogs and case studies.
* To build rapport and maintain engagement with young people through regular meetings, learning days and socials.
* To help prepare and deliver various youth engagement projects.
* To support the planning, administration and delivery of youth led projects and events.
* To gather and share learning and information with staff, young people and external organisations.
* To attend team meetings and participate in learning days.

**Person specification:**

Education, qualifications & experience

Essential:

* Experience of working with groups of young people
* Sound knowledge and understanding of safeguarding young people
* Experience of coordinating small scale events
* Experience of being involved in community/social action.
* Experience of collecting data for impact measurement
* Experience of working in a similar environment/role
* Passionate about leading, developing and improving the quality of youth work
* Experience of outreach, recruitment and retention of young people on a programme

Desirable:

* First Aid training
* Health & Safety training

Skills/Abilities

Essential:

* Flexibility and resourcefulness
* Excellent communication skills with the ability and confidence to establish positive relationships with young people and motivate them to participate in our youth programmes
* Ability to work effectively across teams
* Ability to work effectively with young people
* Excellent organisational and administration skills with proficiency in Microsoft Office
* Ability to facilitate small working groups
* Confidence to host virtual meetings and workshops

Personal qualities

Essential:

* Friendly, cheerful, positive and self driven, able to work independently and as part of the team
* Passionate about young people and their progression to achieve their full potential
* Show a flexible approach to accommodate changing priorities
* Ability to develop strong working relationships with young people, staff, volunteers, and external stakeholders
* Share Aston-Mansfield’s values and ethos
* Able to work in the evenings and weekends

A satisfactory enhanced DBS check is required for this role

To apply, please send a cv and covering letter stating how your experience meets the person specification to Simone Wilson at s.wilson@aston-mansfield.org.uk

Please also get in touch using the email address if you would like to arrange an informal chat about the role.

Closing date for applications is 5pm, Monday 2nd August 2021.