

**The Froud Centre**

1 Toronto Avenue,

Manor Park

London E12 5JF

**020 8478 2468**

Job Description

**Youth Engagement Officer**

Job title:

Youth Engagement Officer

Duration:

3 days a week

Direct line manager and accountability:

Youth Manager

Salary:

£25,000 pro rata

Location:

Froud Community Centre, Manor Park, E12 5JF/ Remote working

Job type:

Fixed term – September 2022

**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; Youth4Youth, a youth leadership programme; and our latest programme, SKY – an employability and coaching programme.

The successful candidate will support the delivery of youth programmes and build positive relationships with young people and staff in the VCS, local authority and educational institutions in Newham.

**Primary tasks:**

* To grow, develop and ensure Aston-Mansfield’s youth projects are delivered successfully and to act as a representative of Aston-Mansfield at appropriate forums and events.
* Supporting the development, implementation and evaluation of Aston-Mansfield’s youth projects.
* Build relationships with a range of providers and stakeholders across the youth sector in Newham
* Work with and for young people to support them in getting involved in Aston Mansfield
* Engage and support young people with diverse needs

**Specific tasks:**

* To ensure that youth activities and outcomes are planned, prepared and implemented, in consultation with young people and staff
* To develop and implement outreach model to recruit numbers of young people on to youth projects
* To ensure that the youth activities are delivered in line with Aston-Mansfield’s safeguarding policy and procedures
* To develop new and existing relationships with partners to ensure the successful delivery of youth programmes and raise the profile of Aston-Mansfield’s work with young people
* To support preparing high quality monitoring reports for funders and for the Aston-Mansfield board
* To ensure that the day to day administration of youth projects delivery including petty cash, risk assessments are accurate and up to date
* Identify opportunities for young people
* Develops and maintains an awareness of services and programs for young people
* Actively participates in team meetings, professional development activities, staff retreat and other activities
* Create content across social media channels
* Performs other relevant duties

**Person specification:**

Education, qualifications & experience

Essential:

* Educated to degree level (or equivalent)
* Child protection/Safeguarding training
* 2 years’ experience of working with young people in an inner city environment
* 2 years’ experience of coordinating small scale events, residentials, and/or project management
* Experience of evaluating the impact of youth projects
* Substantial experience of working in a similar environment/role
* Experience of 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
* Strong writing skills with the ability to write reports, collect evidence of impact and help with funding bids
* Excellent communication skills with the ability and confidence to establish positive relationships with young people and motivate them to participate in youth programmes
* Ability to work effectively across teams
* Ability to work effectively with young people
* Proficiency in Microsoft Office
* Ability to facilitate small working groups – face to face and online
* Strong administrative and organisation skills

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 [yokeu.kusnama@aston-mansfield.org.uk](mailto:yokeu.kusnama@aston-mansfield.org.uk)

Closing date for applications is 6pm, Friday 14 January 2022 with interviews held the following week.