



YOUNG PEOPLE'S VOICE AT THE HEART OF
EVERYTHING WE DO

Youth Skills Programmes Officer

JOB DESCRIPTION

Job Title:	Youth Skills Programmes Officer
Salary:	Full Time: £22,462 Plus, other benefits include ample annual leave allowance that will increase in line with service. If required, OY will provide you generous company sick pay, maternity leave, paternity leave and compassionate leave. In addition, all Oxfordshire Youth staff are offered a pension scheme and life insurance policy. Furthermore, OY delivers an 'Employment Assistance Program' that supports staff mental health and well-being by providing practical support for work and home difficulties.
Reports to:	Youth Skills Coordinator
Location	Office based in Headington, Oxford (some home working possible)
Hours of work:	37.5 per week

Our commitment to Inclusion and Diversity

OY is striving to build a team that is truly inclusive. We warmly welcome applications from marginalised groups, particularly people of colour, trans and non-binary people and disabled people. Your potential to learn and grow in the role is important to us, so we want to hear from you even if you don't have 100% of what we are asking for. An appointment will be made on merit alone.

Community and youth-led decision making sit at the heart of OY. To offer everyone the best experience, we start by nurturing our internal community, creating an open, inclusive and diverse organisation where all team members belong.

Closing date for applications: 17th December 10 am

Interviews to be held: 22nd December

Oxfordshire Youth

We envision a world in which young people gain the tools they need to navigate life with creativity, resilience and brilliant mental health.

Oxfordshire has a cutting edge youth sector full of grassroots leaders wanting to give young people the space and support needed to be the best and happiest they can be. Our organisation provides both direct deliveries through our supported housing services and an innovative Young Leadership scheme, the first of its kind in the UK, and through providing holistic support to the frontline organisations, so that they have everything they need to be delivering high impact work that is grounded in best practice, safeguarding and youth work.

Oxfordshire Youth is a boundary-breaking organisation, passionate about creating a future for and with young people that gives them the best possible opportunity to realise their potential.

Together, we will redefine the youth sector in Oxfordshire, and young people will become the leaders we know they are capable of becoming.

OY culture revolves around our core values of being:

Trustworthy, Inclusive, Innovative, Ambitious, Reflective and Self-Nurturing.

(Along with a healthy dose of office shared lunches and the occasional youth-led flash mob)

Oxfordshire Youth (OY) recruits outstanding talent to ensure we provide outstanding programmes and services to the young people of Oxfordshire and the organisations who serve them. We are committed to creating a team of people that make diversity and inclusion the normal. Oxfordshire Youth are actively seeking to recruit candidates from Black, Asian and Ethnic Minority backgrounds.

Job Purpose

The core focus of this role is to assist the Youth Skills Coordinator in coordinating all of Oxfordshire Youth's Youth Skills Programmes for young people aged 8-25. This includes Oxfordshire Youth's youth leadership workshops; and young leaders, building resilience and inspiring futures employability programmes.

The core delivery of this work is to facilitate a 6-month personal development programme for young people aged 16-24 who have experienced multi trauma and of social and emotional learning and skills development.

Equipping young people with essential skills is a core component of the work we do and this role will ensure programmes are delivered to the highest standard. This role will be responsible for managing contracts with our partners.

Key Responsibilities and Main Duties

The Youth Skills Programmes Officer will be responsible for:

Assist in the coordination of the following programmes: (subject to change)

- Building Resilience
- Young Leaders Programme (ILM Accredited)
- Inspiring Futures (BBC Children in Need)
- Leadership in Transitions (A new programme for OY)

Youth Skills

To support the Youth Skills Coordinator to develop new and improve existing learner pathways designed to equip young people with essential life skills for life.

To facilitate and support the delivery of Young Leaders workshops, following lesson plans and agreed content

To assist with reporting to BBC Children in Need, Thames Valley Police, Active Oxfordshire and Coop, providing accurate information covering all areas of the programme.

To oversee freelance facilitators involved in the Youth Skills Programmes

To build and maintain strong working relationships with all involved in the Youth Skills Programmes.

To be willing to complete the ILM assessor training course to support the coordinator in facilitating and assessing the leadership programme for young people.

Programme Coordination

To assist in the delivery of the Inspiring Futures youth programme for 48 young people in Young People's Supported Accommodation, and to coordinate all elements of the Youth Skills Programmes identified above.

To liaise with youth sector partners, apprenticeship providers, OXLEP and other business to provide quality, meaningful and constructive work experience placements for young people.

To support and identify accredited training opportunities (learning & development) for young people accessing OY's programmes, including YPSA to feed into the Learning & Development Strategy held by the People Development Manager

Safeguarding

- To recognise that promoting the welfare and safeguarding children, young people and adults is everyone's business and access training and supervision as appropriate to the role.
- To support the organisation in ensuring young people are protected from abuse or the risk of abuse and their human rights are respected and upheld.
- To ensure concerns are responded to appropriately in line with the OY's Safeguarding Adults Policy and the Child Protection Policy and interagency safeguarding procedures.
- To comply with recruitment and other checks as requested by the organisation including undertaking a DBS check.

Oxfordshire Youth

- To attend team meetings and regular supervision meetings with the Line Manager.
- To liaise and work alongside other team members and to maintain good inter-agency links.
- To ensure that all work is carried out in accordance with Oxfordshire Youth's guidelines, policies and procedures.
- To undergo training that will enable personal and workforce development.
- To undertake any other relevant duty related to the further development, promotion and sustainability of the organisation as agreed with the Chief Executive.
- Represent the organisation in a professional and appropriate manner at all times by considering punctuality, personal appearance and boundaries, including diversity and equality of opportunities.

This job description is subject to amendment following discussion with the post holder.

Person Specification

Educational Attainment

Essential

- A relevant professional qualification e.g. in community work, play work, youth work, social work or learning/education

Desirable

- Youth Work JNC qualified

Experience

Essential

- Experience of working with children and young people from a range of ages, backgrounds and abilities
- At least 2 years' experience working with young people of youth programmes and experiences of training, or equivalent.
- Experience of managing groups of Young People in a variety of different situations.
- Experience of working with young people who have experiences multi traumas.
- Experience of working with Young People with challenging behaviour.
- Experience of engaging with Young People in a learning environment using creative and dynamic practices to ensure all participants are fully involved.
- Experience of providing additional learning support to Young People.
- Experience of providing pastoral care to groups of Young People

Desirable

- Not for profit sector experience
- Experience of working in partnership in a multi-agency environment

Skills and Aptitudes

Essential

- Excellent communication and interpersonal skills
- An understanding of issues affecting Young People
- Ability to work under pressure
- Excellent collaborative working skills
- Ability to manage multiple priorities
- Confident user of IT, including Excel, Word, PowerPoint and learning design tools.
- Strong planning and organisational skills
- Ability to work well as part of a team
- Able to solve problems and think creatively

Desirable

- A qualification in learning design and delivery of accredited programmes/qualifications (or equivalent experience)

Personal Qualities

Essential

- Integrity and discretion when dealing with sensitive information
- Committed to treating people equally, respecting differences and challenging prejudice and discrimination
- A positive, enthusiastic and 'can do' approach to work
- Committed to personal development
- A commitment to the social ethos of the charity and an ability to relate to Young People

Circumstances

Essential

- Full UK driving license and car owner
- A flexible approach to work including a willingness to take on tasks outside the normal remit and to work irregular hours, travel.