



Youth Sector Development Coordinator

Job Description

Job Title: Youth Sector Development Coordinator

Salary: £25,500 - 27,000 pro rata, subject to qualifications and experience.

Benefits include:

- Generous annual leave allowance
- Paid sick leave
- Enhanced family-friendly leave
- Compassionate and emergency leave
- Pension scheme
- Life insurance policy
- Employment Assistance Program
- Access to vouchers and discounts
- Monthly wellbeing allowance

Reports to: Senior Youth Partnerships Manager

Location: Oxford

Some home working is possible. Travel throughout Oxfordshire and further afield may be required.

Hours of work: 37.5 hours per week

Closing date for applications: Monday 22nd April 2024

Interviews to be held: Monday 29th April 2024

To apply, please send a copy of your CV accompanied by a completed application form to our [recruitment team](#).

Alternatively, [visit our website](#) or [email](#) us for more information.

Job purpose

The Youth Sector Development Coordinator will play an integral role in supporting a diverse and innovative youth sector that is largely led by volunteers. The post-holder will be passionate about the power of youth work and the role of communities in meeting the needs of young people.

The National Lottery Community Fund has awarded Oxfordshire Youth funding for three years to continue Oxfordshire Youth's core work of supporting young people in communities. The Youth Sector Development Coordinator will be responsible for connecting, equipping, and inspiring good youth work practice across the county working closely with the Youth Partnerships Team and other members of Oxfordshire Youth staff.

The Youth Sector Development Coordinator will deliver engaging learning and development events such as training workshops and conferences; provide bespoke support to communities seeking to meet the needs of young people; and support the development of resources that bring capacity into the sector. The Youth Sector Development Coordinator will play a key role in ensuring the sector is well-connected and has a strong voice of influence. If you are passionate about driving positive change within the youth sector, promoting EDI, and fostering collaboration and innovation, we encourage you to apply for this exciting opportunity. Join us in making a difference in the lives of young people and communities.

Key Responsibilities

Support Grassroots Youth Organisations

- Strengthening services and ensuring they are well-resourced to promote resilience within the sector.
- Providing tailored support to groups and communities to enhance the growth and quality of youth services.

Coordinate a Learning and Development Offer

- Develop the skills, resources, and confidence of youth leaders to meet the needs of young people through capacity-building opportunities for youth workers (supporting bespoke youth sessions, developing and delivering training, and other development opportunities).

Promoting Equity, Diversity, and Inclusion (EDI) in Partnership Working:

- Integrate EDI principles into all partnership activities to ensure inclusivity and diversity are central to our collaborative efforts.
- Promote inclusion and generate innovative ideas to engage with businesses and partners to encourage expertise at governance levels for changemaker organisations.

Nurture Relationships

- Facilitating networking opportunities to cultivate new partnerships and collaboration within and across communities and sectors to test new approaches and build on best practices to better meet the needs of all young people.
- Support the growth and enhancement of high-quality open-access provision in rural and economically deprived locations to remove barriers to access.
- Develop a stronger community youth sector through the oversight of the “Change Maker” affiliation programme.
- Generate content and collaborate closely with the Marketing and Communications team to deliver a monthly sector-wide newsletter.

Support OY’s Youth Development Team Achieve its Goals

- Collaborating with the diverse range of Youth Development Team program areas to achieve shared goals and objectives.

Our Culture

Everyone at Oxfordshire Youth agrees to:

- Have an unwavering commitment to Oxfordshire Youth’s vision, mission, and values
- Attend meetings reliably and participate fully, including being an active listener
- Ensure that all work is carried out in accordance with Oxfordshire Youth’s guidelines, policies, and procedures
- Undergo training that will enable personal and professional development
- Undertake any other relevant duty related to the further development, promotion, and sustainability of the organisation as set forth by your Line Manager and/or Senior Leadership Team
- Represent Oxfordshire Youth in a professional and appropriate manner at all times including considering punctuality, personal appearance and boundaries, and equity, diversity, and inclusion of all opportunities.

Safeguarding

- Understanding that safeguarding children, young people, and adults is everyone’s responsibility and you will have access to training and supervision, which is appropriate to the role (including undertaking a DBS check appropriate to your role)

- To ensure concerns from young people are responded to appropriately in line with Oxfordshire Youth's policies and procedures

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

Specific tasks and duties will be shared at the interview and during the induction process

What we are looking for

- Qualification in youth work or related subjects.
- Minimum 3 years experience working directly with young people
- Proven track record of programme coordination in a similar field
- Experience of child and adolescent safeguarding in practice
- IT skills including Excel, Word, PowerPoint, Google Suite and CRM systems
- A flexible approach to work, including a willingness to take on tasks outside the usual remit and to work irregular hours
- The ability to solve problems and think creatively
- An unwavering commitment to Oxfordshire Youth's vision, mission and values
- Integrity and discretion when dealing with sensitive information
- A commitment to treating people equally, being aware of unconscious bias and working proactively and openly to challenge it within your own and within others practice
- Respecting differences and challenging prejudice and discrimination
- A positive, enthusiastic and can-do approach that demonstrates the attributes of a growth mindset
- Accountability for the quality of your work and responsibility for maintaining and improving your knowledge and skills

Other desirable skills

- Vocational qualification(s) in related fields including mental health, children's and young people's social care, youth and community development
- Understanding of the local, regional and national context, structures and processes in relation to youth services
- Previous experience working in the not-for-profit sector

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