



Youth Sector Engagement Coordinator

Job Title: Youth Sector Engagement Coordinator

Salary: £25,042 - £26,258, subject to skills 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 and flexible working is possible. Travel throughout Oxfordshire and further afield may be required.

Hours of work: 37.5 hours per week [This is a fixed term contract until the end of March 2026]

The closing date for applications is the 19th of July 2024, and interviews will be held on the 25th and 26th of July 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.

Please read our accompanying recruitment pack for more information about working at Oxfordshire Youth, including our approach to diversity and inclusion through recruitment

[Job Purpose](#)

The Youth Sector Engagement Coordinator will be instrumental in the development of a youth sector that is both innovative and diverse, and that is primarily led by volunteers. The individual in this position will be enthusiastic about the importance of youth work, the role of communities in addressing the needs of young people, and the necessity of Equity, Diversity, and Inclusion (EDI) in this context.

As a member of a cohesive team, you will apply your expertise and experience to oversee an EDI engagement initiative within the framework of a comprehensive support package. Your work as a member of the Youth Partnerships Team will be highly rewarding, challenging, varied, and hands-on.

Key Responsibilities

- Develop and lead initiatives and resources to raise the themes of Equity, Diversity and Inclusion in the youth sector in Oxfordshire.
- Lead the coordination and development of the Sector EDI Group, ensuring high-quality facilitation, nurturing engagement and have oversight of actions arising from the network.
- Support the recruitment of learners to the accredited courses delivered by OY colleagues with particular emphasis on those aged 18-25 and those from underrepresented groups. Providing a mentoring relationship to young learners engaged in the programme.
- Support partnership working that raises the capacity and confidence of youth leaders in Oxfordshire.
- Deliver training and learning events alongside Youth Partnership Team colleagues, developing new areas as required, particularly on the themes of EDI and Youth Voice.
- Act as a source of support and advice for the sector, demonstrating and encouraging excellence in practice through relationship building and an asset-based approach, providing bespoke advice and guidance relevant to the current and developing needs of the sector.
- Support the administration of the “Changemaker” programme alongside colleagues, in particular spearheading the recruitment and engagement of groups from underrepresented communities.
- Engage in the existing Oxfordshire Youth EDI group, supporting and influencing resources for the organisation.
- Support the monitoring, evaluation and reporting of all delivery in the team.
- Work with the Communications and Marketing team to promote the charity and lead on communications covering your own work - particularly areas that raise the profile of youth work and youth workers.

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

- Understand 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)
- 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

- A proven track record of successful project management/coordination
- Qualification in Youth Work or related subject to Level 3 Diploma or higher.
- A minimum of 3 years' experience working directly with Children & Young People, or suitable equivalent experience
- A passion for EDI, particularly in relation to young people
- IT skills including Excel, Word, PowerPoint, Google Suite, and CRM systems
- Experience of Monitoring and Evaluating projects
- 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
- 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

- Experience working with children and young people in a community setting
- An understanding of the intersections that affect EDI
- An understanding of the issues facing young people.
- Previous experience working in the not-for-profit sector
- Full driving license and access to a vehicle.