



# Youth Skills Coordinator

## Job Description

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### **Job Title: Youth Skills Coordinator**

**Salary: £25,662-£32,500** subject to qualifications and experience.

Benefits include:

- Generous annual leave
- Paid sick leave
- Enhanced family-friendly leave
- Compassionate and emergency leave
- Pension scheme
- Life insurance policy
- Employment Assistance Programme
- Access to vouchers and discounts
- Monthly wellbeing allowance
- Access to extensive training opportunities
- Reasonable flexible and hybrid working

**Reports to: Senior Youth Work Programmes Manager**

### **Location: Oxford**

Reasonable flexible working will be supported and some working from home is possible. Travel throughout Oxfordshire will be required.

### **Hours of work: 37.5 hours per week**

Flexible working arrangements (full-time, part-time, or condensed hours) may be considered, with responsibilities tailored accordingly. Occasionally evening and weekend work may be required for which time off in lieu will be given.

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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.

## **Oxfordshire Youth**

Oxfordshire Youth is a boundary-breaking organisation, passionate about creating a future for and with young people that offers them the best possible opportunity to realise their potential. Our staff are redefining the youth sector in Oxfordshire and we envisage a world in which young people have the tools they need to approach life with creativity, resilience and brilliant mental health.



### **Our commitment to inclusion and diversity**

OY warmly welcomes applications from the global majority, 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 your CV isn't a 100% match with a job description. We nurture our community, creating an open, inclusive and diverse organisation where all team members feel a sense of belonging.

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

## **Role purpose**

As a Youth Skills Coordinator for Oxfordshire Youth, you will support the delivery and development of all our Youth development Programmes with a specific focus on our Digital Natives Programme. You will play a crucial role in delivering comprehensive programmes aimed at equipping young people in Oxford with digital skills, fostering their engagement in innovative environments and building their employability skills in order to engage in Education, Employment and Training.

Support will also be required across a number of our youth development programmes, promoting leadership and employability skills with young people.

Programmes may include:

- Young Leaders Programme - an accredited Level 2 award in leadership and team skills. Open to young people aged 14- 21. Providing real opportunities for young people to explore their leadership skills.
- Transitions Through Leadership - Working in schools to support young people making the transition to secondary school, utilising the support of older peers.
- Future Leaders Programme - An employability programme working with young people aged 18-21 currently living in our supported accommodation service (YPSA) providing opportunities to explore their leadership skills and engage in meaningful work experiences.
- Digital Natives programme - an Oxfordshire Youth-led initiative designed to tackle digital poverty and give young people the tools to thrive in a connected world.

This role requires a strong understanding of youth work principles and the ability to integrate digital skills effectively and challenges faced by young people in accessing EET.

## **Key responsibilities**

- Develop and implement programme delivery for the Digital Natives Programme through the Digital Futures Workshops, Weekly Youth Club and Young Leaders programme.
- Coordinate workshops and mentorship programs: Collaborate with mentors from the tech and innovation space to support Digital Futures workshops that upskill young people from deprived backgrounds. Delivery of activities/workshops based around supporting young people to build skills and work towards independent living
- Provide digital guidance and support: Act as a mentor and resource for young people, guiding them in the development of their skills. Assist them in utilizing technology for social action programs, such as creating digital campaigns or exploring app development for addressing social issues affecting young people.
- Monitor and evaluate program outcomes: Collect data and feedback to assess the impact of all our Programmes. Use evaluation results to make informed decisions and implement necessary improvements to enhance the effectiveness of the program.
- Work closely with stakeholders: Collaborate with Oxfordshire Youth's network of youth clubs, secondary schools, and community organisations to identify and refer young people who would benefit from the programme. To ensure effective coordination and collaboration, build strong relationships with partners, stakeholders, and local authorities

## **Monitoring and Evaluation**

- Monitor all referrals, through an internal system, ensure appropriate and timely support is offered, signposting to partner agencies if required.
- Conduct all assessments and safety planning in collaboration with young people as well as any partner agencies, including partners/careers when it is safe to do so.
- Ensure that all quarterly and annual KPI monitoring, evaluation, and reporting requirements are met, contributing to the development of monitoring and evaluation systems as needed.

## **Development Opportunity**

We are committed to supporting professional growth and would be open to supporting the successful candidate to undertake a Youth Work Qualification (subject to role requirements and performance). This development opportunity is designed to build specialist youth work skills, strengthen sector knowledge, and support career progression within the organisation.

## **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**

- Strong digital skills: Proficient in various digital tools, platforms, and software relevant to the program, such as social media, content creation tools, and app development platforms. Knowledge of emerging technologies and trends is a plus.
- Youth work experience: A qualification in youth work is desirable. Prior experience working with young people in educational or community settings is essential.
- Strong communication skills: Excellent verbal and written communication skills, with the ability to engage and connect with young people effectively. Able to convey complex digital concepts in an understandable manner.
- Organisational and coordination abilities: Demonstrated ability to plan, organise, and coordinate workshops, mentorship programs, and other activities. Detail-oriented with strong time management skills.
- Passion for digital equity: A genuine interest in addressing digital poverty and economic inequity through youth engagement. Committed to empowering young people through digital skills development. Experience in program development and delivery across all areas affected by young people such as EET, Activities, programs and independent skills
- Adaptability and creativity: Able to adapt to the evolving needs of the program and come up with innovative solutions to engage young people in digital learning and social action.
- Evaluation and assessment skills: Competent in monitoring and evaluating program outcomes, collecting data, and analysing results to drive program improvements.

**Driving licence and access to a vehicle, access to all areas of Oxfordshire is essential**

## **Other desirable skills**

- Social Work qualification, or JNC in Youth Work, or therapeutic qualification or willingness to train in Youth work
- Knowledge of local networks and the different communities in the Oxford area.
- Knowledge and/or qualification in Protective Behaviours, Attachment, Trauma
- Willingness to participate in the necessary professional training in accordance with the requirements of the sector (this may necessitate a personal time commitment)

**Closing date for applications: Thursday 16<sup>th</sup> July 2026**  
**Interviews to be held w/c 27th July 2026**

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