

Job Title: Senior Youth Engagement Officer

Salary Band: £19,370 - £22,511

Location: PYF locations across Coventry

Hours of Work: 40 per week

Contract: 1 Year (with potential for extension)

Job Purpose:

Under the supervision of the PYF Management Team, support the delivery of a range of youth focussed programmes within our community engagement projects. The programmes will be targeted at young people who are outside of mainstream provision or identified to be in need of support services due to living in challenging circumstances.

Main Duties and Responsibilities:

1. To directly deliver a range of healthy-lifestyle, social action and mentoring programmes ensuring that they run smoothly and safely, in particular with young people who may have challenging lifestyle circumstances.
2. To motivate and encourage participants to take part in activity sessions, volunteering and social actions projects.
3. To plan and prepare for sessions both individually and as part of a team
4. To ensure satisfactory levels of health and safety at sessions in accordance with PYF procedures
5. To build and maintain healthy relationships with young people.
6. To possess the right commitment and skills to be able to involve young people in decisions that directly affect them.
7. To be fully aware of, and understand emergency procedures at session venues and then be able to deal with emergencies quickly and efficiently.
8. To confidently communicate verbally with participant groups, parents/guardians and partner agencies
9. To keep the PYF management team regularly informed on progress, problems and incidents at sessions, either in person or by telephone.
10. To maintain a professional appearance by wearing uniform and carrying an ID badge at all times having a positive presence at all sessions
11. To carry out all duties of the job with due regard to PYF's Equal Opportunities Policy

All duties and responsibilities must be carried out with due regard to PYF's Policies and Procedures.

Person Specification

Area	Description	Criteria will be measured by:
Knowledge:	Knowledge and understanding of equal opportunities and its practical application, in particular to young people with challenging circumstances.	Application Form & Interview
	Knowledge and awareness of issues surrounding safeguarding children, in particular within a targeted youth work setting	Application Form
	Knowledge of how to deliver a safe and engaging programme of positive activity for disengaged learners	Interview
	Knowledge of how the PYF approach to supporting young people is relevant and credible	Interview
Skills and Abilities:	To accurately record information in writing.	Application Form
	Verbal communication and listening skills, in particular with vulnerable young people	Application Form
	Ability to engage with a variety of target groups including young people, partner agencies and colleagues	Interview
	Ability to plan activities at a team level, motivating staff and volunteers to deliver high quality provision	Application Form & Interview
	Ability to respond effectively and quickly to emergencies.	Interview
	Ability to work within and contribute towards a team approach	Application Form
	Ability to motivate participants to take part in positive activity	Interview
	To be punctual and reliable when delivering sessions To be able to consult and involve young people and relevant partners to get their feedback and thoughts which will help them to be involved decisions.	Application Form & Interview
Experience:	At least two years paid experience of delivering targeted youth-based interventions.	Application Form
Educational:	Hold a minimum Level 2 Leadership Award or industry equivalent	Application Form
Special Requirements:	This post is exempt from the provisions of the Rehabilitation of Offenders Act 1974. A Criminal Record Disclosure will be required prior to appointment.	Interview
	We are committed to safeguarding and promoting the welfare of children and young people/vulnerable adults and expects all staff and volunteers to share this commitment	Interview