



**Young Bristol**  
Works for young people

# **Youth Engagement Leader** **(Youth Voice Maternity Cover)**

## **Job Pack**

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## About Us

Young Bristol is a youth-driven charity that works to offer a choice of opportunities and experiences for all young people. By working in partnership with a wide-range of community-based centres, and directly with young people through our programme of activities, we respond creatively to their needs and realise their capabilities.

Today we are recognised as one of Bristol's leading providers of community based youth services, through our community youth club network based in some of Bristol's most challenging communities, and a valued provider of outdoor activities, creative arts, instructor training and informal educational programmes for young people during their critical non school hours. We provide positive activities and safe places where young people can build confidence, skills, self-esteem whilst having fun and improving their pathway to employment.

We are committed to and recognised for significantly contributing to the healthy development of young people – especially those who need us most.

With families and others in the community and beyond, we help young people grow to be confident, healthy, responsible, resilient and successful in life.

Founded in 1928, Young Bristol is a youth charity that enables young people 8 – 24 years of age to achieve great futures as productive, caring, responsible members of society.

Our Work is Driven by Five Key Values;

- Inclusion and Opportunity
- Respect and Belonging
- Empowerment
- Collaboration
- Speaking Out

*“We Believe That Every Young Person Has the Right To Discover What They’re Capable Of!”*



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## Post Details

## Job Description

### MAIN PURPOSE OF JOB:

- To support the delivery of the Young Bristol community based youth club network
- To build on and maintain relationships with our youth club network staff
- Through our youth club network and various other programmes, identify and recruit young people to a youth forum to enable them to express their views, develop our programmes and influence change within local communities and beyond
- Take the lead on organising meetings, activities, residentials and other associated tasks for the Youth Forum to take place, develop and grow
- To work with other colleagues to ensure consistent high standards in Youth Work delivery across all locations
- To provide effective support for young people with a range of needs including providing advice and guidance on employment skills, drugs and alcohol awareness, sexual health, sexuality and BME support
- To support activities designed to encourage the personal and social development of the young people involved
- To support activities which address issues of anti-social behavior
- Undertake administrative tasks such as monitoring and evaluations, case studies and anything else required by the role
- Work as part of a team towards individual and team targets
- Undertake any other duties as are commensurate with the post or will be of benefit to Young Bristol and its various programmes and/or its network of community youth clubs



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## Person specification

### Essential

- Experience working within a youth club setting
- Experience running youth led activities
- Excellent written and verbal communication skills.
- Competence in the use of IT packages including Microsoft office (e.g. word processing, email, data entry).
- Ability to work effectively and enthusiastically in a team situation and on own initiative.
- Commitment to personal development & the development of young people
- Be flexible with work hours
- Be “Pro-active” in your role
- The ability to communicate and form trusting relationships with a wide range of people including young people, staff and volunteers
- Be able to work against targets
- An understanding of safeguarding and child protection legislation and how to maintain professional boundaries
- Full UK Driving License

### Desirable

- Access to a vehicle
- Experience of organising small scale events and/or coordinating projects
- Building relationships and partnerships with other organisations



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## The Package

Working hours: 18 hours per week which will include occasional evening and weekend work and residential.

Salary: £15,600 Pro Rata FTE

Start Date: 1<sup>st</sup> February 2018

Term: Fixed Term Maternity Cover – 30<sup>th</sup> November 2018

Holidays: 35 days per annum, inclusive of all public holidays, Pro Rata FTE

Probation: This post is subject to a 3 month probationary period

Training: In house training will be provided in addition to project specific training which you may be required to undertake. We are committed to the development of our staff therefore any training commensurate to your role we are happy to explore.

Line Manager: Programmes Manager

Location: The Station, Silver St, Bristol, BS1 2AG

\*This post is subject to an Enhanced DBS Check.



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## Recruitment

Applications will only be accepted on the correct application form, available at <http://www.youngbristol.com>, by request from [hr@youngbristol.com](mailto:hr@youngbristol.com), or by calling 0117 929 2513. Please do not hesitate to ask any questions!

To apply for this position, please send your application to us by email on [hr@youngbristol.com](mailto:hr@youngbristol.com) or via post marked Private & Confidential to:

Programmes Manager  
Young Bristol  
The Station  
Silver St  
Bristol  
BS1 2AG

We will confirm receipt of your application within 2 working days.

The closing date for applications is 5pm on the **10<sup>th</sup> January 2018**, with interviews to take place on the **16<sup>th</sup> & 17<sup>th</sup> January 2018**.

Please note that CVs will not be accepted as part of this process and if included they will be disregarded.