

Youth Engagement & Projects Officer

St Ives Town Council

(in partnership with St Ives Town Deal projects)

Job Title:	Youth Engagement and Projects Officer
Accountable:	Town Deal Partners Group and employed by St Ives Town Council
Base:	St Ives Guildhall and other locations within St Ives
Hours of work:	37 hours per week, we will consider flexible working arrangements
Contract:	2 years, capable of being extended
Salary:	Grade 7 (SCP 17-20) £28,770 - £29,777

Job Purpose

This role has been funded by Town Deal, to ensure young people have access to and benefit from the wider regeneration projects taking place. The role will involve working with the funded projects to help create meaningful engagement, opening up greater access to facilities and activities for children and young people.

The role will also help to co-ordinate and plan wider youth activities and engagement across the parish. The ambition is for the project to source additional funding for local youth projects and ensure that Town Deal funding brings about lasting impact for younger generations.

Is this you?

We are looking for someone with a special blend of skills.

Our ideal candidate is passionate about working with young people and brings a track record of building close relationships within local or community projects. They are a strong communicator, confident working at a strategic level, and in partnership with public sector and voluntary organisations. You are creative and proactive in finding innovative ways and additional funding to deliver effective projects and solutions. You understand the challenges of working for externally funded programmes to deadlines and within budget and demonstrating positive outcomes.

About the Role

Strategic Context

In 2021, St Ives successfully secured Town Deal Funding to deliver capital projects which would regenerate the town and grow the local economy. In partnership with the community, nine projects received funding from the Town Deal – these include schemes investing in local culture and community, affordable housing, and green transport links.

In addition, Town Deal recognised the need to involve younger people more directly in the planned investments. Funds supported the creation of a two-year fixed term post, to develop and deliver engagement activity with young people within the parish of St Ives, primarily around the projects being funded by the Town Deal.

The post will also have a wider remit of working with other organisations, community groups and partners to identify needs gaps within the town and surrounding area,

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and to look at opportunities to address these, including securing further funding and additional resources. Fundamentally, this will enable as many young people as possible to engage with and feel part of what's happening in their town.

This exciting development role will provide the opportunity to combine strategic planning to develop a future vision for engagement with young people, with the hands-on development and delivery of an engagement programme. It will involve working with local organisations and partners to make things happen, for the benefit of young people in and surrounding St Ives.

To reflect this, we are looking for someone with a unique blend of skills. Our ideal candidate would have a strong track record of youth engagement and working with young people to deliver projects. But, who is also a strong communicator, confident working at a strategic level and engaging with community and public sector organisations and identifying new funding sources and new delivery routes.

St Ives Town Council will be hosting the role, although the postholder will work across projects and other initiatives. After two years, the ambition is to extend the lifespan of the project by securing further funding to develop and co-ordinate a longer term programme of activity.

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Purpose of the Post

This Town Deal funded post has been established to engage and support young people within St Ives. The primary aim is to ensure young people have access to and benefit from the nine regeneration projects within the programme. The role will involve working with partners from all sectors to create a meaningful programme of engagement and identify opportunities for improved access to facilities and programming.

The role will also have a wider remit in leading youth activities and engagement across the parish and identifying a lasting programme of activity and opportunity. The postholder will seek to source additional funding and delivery opportunities to ensure that the benefits of Town Deal investing for young people are sustained and have lasting impact.

Main Duties & Responsibilities

1. Work with the Town Deal Projects to develop a programme of engagement activity for young people within and surrounding St Ives.
2. Assess the needs of young people within St Ives and look to secure additional resource, to support further meaningful work with young people – identifying gaps in provision, and ways of addressing these gaps - considering funding opportunities, partnerships, current national and local youth engagement strategies and the Town Improvement Plan.
3. Develop positive relationships with children and young people, in a variety of settings.
4. Develop partnership working with local organisations, businesses, charities and other relevant organisations for the benefit of engaging with young people.
5. Work in partnership with relevant youth agencies locally and wider in Cornwall including voluntary and statutory services, to improve outcomes for young people locally, attending relevant meetings to represent the Town.
6. Work with local schools and colleges to identify and develop opportunities to engage with young people.
7. Play an intrinsic part in defining and developing the delivery of a youth offer for St Ives, up to and including the development of a youth strategy.

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8. Adopt a creative approach to working with young people, utilising a range of tools, including proactive use of on-line and social media platforms.
9. Ensure a regular review of the engagement programme, in partnership with partner organisation colleagues and other stakeholders in order to identify any areas of improvement.
10. Monitor and collate performance data and devise ways to evaluate success, outputs and outcomes in line with contractual and funding requirements.
11. Identify funding opportunities and work collaboratively to develop funding bids or secure additional resources to deliver local programmes.
12. Work closely with other Town Deal projects to create several tailored programmes of engagement in partnership with the project leads, with opportunities to co-design the programme with young people.
13. To identify resources and, if possible commission additional youth engagement activities and projects, ensuring appropriate information, direction and supervision of the work whilst realising agreed outcomes.
14. To supervise sessional staff and volunteers, as required and ensure they are aware of and adhere to all relevant legal and regulatory requirements, policies and procedures, including GDPR, staff codes of conduct, health & safety, safeguarding and equalities.
15. Any other duties of a related nature which might reasonably be required.

Other Duties

- Comply with the Town Council's policies and procedures at all times.
- Maintain the integrity of the service identity in all internal and external communications
- Adopt a flexible approach to working hours with an ability to work outside normal office hours, to include evenings and weekends as required
- Be willing to represent the Council on young people's issues and travel occasionally to attend meetings and events elsewhere in Cornwall and beyond.
- Occasionally be expected to attend evening Council and committee meetings (usually held at 19.00 on Thursdays).
- Undertake any other duties commensurate with the level of the post
- This post is subject to a Disclosure and Barring Service (DBS) check.

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About You

Working with children and young people

The Youth Engagement and Projects Officer, will support and encourage a diverse range of young people, primarily aged between 11 to 25 years old, to get more involved in the issues and delivery of Town Deal investments.

You have real enthusiasm and demonstrable passion for work with young people. You understand the challenges of delivering in remote, rural and coastal towns and, ideally have the inside track on the issues children and young people face living within St Ives.

Needs Assessment

You have an understanding of the wider opportunities and challenges for young people locally, to ensure the town, Carbis Bay and villages of Lelant, Halsetown have a joined-up approach to young people, ensuring they feel they belong, and have a voice.

Joint Working

You are skilled at working in partnership, and will work collaboratively with local Town Deal projects, engaging with local schools, youth and other community organisations.

You are able to see the bigger picture, working well as part of multi-disciplinary team and across partner organisations, with an understanding of their distinct roles and priorities.

Experience of designing or managing projects and events

You have a track record of developing and or delivering community events or initiatives. You have experience and skills to encourage young people to become actively engaged in activities, positive to them and their communities.

Identifying and Creating Resources

You are a creative thinker, able to identify solutions to help address gaps in provision. You have the ability to maximise and coordinate existing resources, and work proactively with colleagues and partners to identify funding opportunities. You have previously bid for and secured funding and additional resources which could be directed locally to meet need.

Measuring Success

You are familiar with the requirements of an externally funded programme. You will be focused on delivery and performance and can show how you approach managing your own performance. You will have some experience of evaluating projects and reporting on progress through the presentation of updates to a range of audiences

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Person Specification

	Importance	How Assessed
Experience		
Demonstrable experience of working with a diverse range of children and young people	Essential	Application, references, interview.
Demonstrable experience of creating and delivering successful engagement or outreach programmes with children and young people	Essential	Application, references, interview.
Experience of working on projects with key deliverables or outputs and outcomes	Essential	Application, references, interview.
Experience of supervising staff	Desirable	Application, references, interview.
Experience of working with suppliers or partner organisations to deliver work or services with young people, managing their performance and securing value for money and positive outcomes	Desirable	Application, interview.
Experience of performing day to day financial tasks with good financial acumen to maximise income and control costs	Desirable	Application, interview.
Knowledge		
Knowledge and understanding of legislation and best practice within safeguarding, equality, diversity and inclusion within programme delivery for children and young people	Essential	Application, interview.
A good understanding of the challenges facing young people in Cornwall, and relevant local and national policies and strategies to support engagement and improve opportunity	Desirable	Application, interview.
A good understanding of the issues, priorities, and challenges in relation to joining up multi agency/partnership service delivery and experience of working in partnership to deliver improved outcomes	Essential	Application, interview.

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Understanding of the different forms of consultation and engagement with children, young people, the wider community, partners, key stakeholders, and other third-party organisations and hard to reach groups	Essential	Application, interview.
Knowledge of external funding opportunities relevant to young people and youth engagement, together with evidence of success in securing external funding	Desirable	Application, interview.
A good local knowledge of St Ives and its constituent communities	Desirable	Application, interview.
A good working knowledge of delivering a public service within a local government setting	Desirable	Application, interview.

Skills		
Highly motivated and proactive, with excellent self-management skills to work independently in a community setting, using own initiative and being flexible and adaptable including decision making skills and risk management skills	Essential	Interview.
Ability to build relationships with a variety of people and work collaboratively to achieve successful outcomes, making constructive contributions and taking a fair share of the work	Essential	Application, references, interview.
Ability to be firm and fair and maintain a balanced outlook	Essential	Interview
Ability to collect / collate, analyse and summarise information, including statistical and financial information for a range of audiences	Essential	Application Interview.
Proficient in the use of computer information systems including Word, Excel and PowerPoint, or equivalent and financial packages	Essential	Application, references, interview.
Confident in the use of digital tools (website, Facebook, Instagram, and twitter) with an understanding of digital communication and outreach through digital channels	Essential	Application, interview.
Able to work to deadlines, meet outputs and delivery targets	Essential	Application, references, interview.

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Numerate with accuracy and attention to detail	Essential	Application, references, interview.
Excellent listening and communication skills. A strong influencer, able to communicate effectively with a range of audiences in both written and spoken English	Essential	Application, references, interview.
Qualifications		
Educated to degree level, HND or a nationally recognised professional or vocational qualification (e.g., JNC professional youth and community work or similar level 4 or teaching or community development) Or Substantial evidence of specialist experience in working with communities and young people in the field of formal / informal education or community development	Essential	Application, interview.
Evidence of ongoing professional development	Essential	Application, interview.
Other		
Willingness to work flexibly including some weekend and evening working	Essential	Interview.
Possession of a full driving licence	Desirable	Application.
An enhanced DBS check will be required	Essential	Application / Interview
To promote partners' overall commitment to equality, diversity and inclusion	Essential	Application
To work within health and safety guidelines in accordance with the Health and Safety at Work Act, with a risk based approach to work and decision making	Essential	Application