



MISSION STATEMENT; " To assist all young people in reaching their full potential, by offering Christian love through Sport, Creative Activity and Adventure, in a caring, accepting, safe environment - sharing enthusiasm and building respect and self-esteem through relationships."

## JOB DESCRIPTION

<b>TITLE:</b>	NAYC Youth Development Facilitator
<b>RESPONSIBLE TO:</b>	NAYC Youth Development Manager/Director
<b>MAIN PURPOSE:</b>	NAYC Youth Development Facilitator will work across Northamptonshire and be responsible for ensuring all NAYC services are delivered professionally. Effectively networking and promoting NAYC, working with communities to assist in setting up vibrant youth groups, meeting the needs of youth communities, developing new services and compiling relevant detailed reports. Visiting affiliated youth groups and delivering engaging activities.

As an inter-denominational Christian based organisation, all staff are employed on the understanding that they have an empathy with and commitment to our Christian ethos and values.

There are certain principles of work that underpin the activities outlined below. All Youth Development Facilitators are expected to be competent communicators in writing and verbally; they should be able to represent NAYC with enthusiasm and professionalism. Youth Development Facilitators should be excellent networkers and understand ways to identify opportunities whilst exercising appropriate accountability through management structure.

### DUTIES AND RESPONSIBILITIES:

- To regularly visit affiliated clubs to:
  - ✓ Encourage and support leaders
  - ✓ Publicise Association activities and Centres
  - ✓ Lead youth club evenings/sessions
  - ✓ Work face to face with young people and youth leaders
  - ✓ Completing group visit reports, including QA, and updating records & stats.

On average this will be no less than 3 or 4 evenings per week, as well as some weekends

- To manage and respond to the needs of affiliated groups and coordinate NAYC services.
- To promote and raise awareness of the existing work of NAYC/ACUK, our mission for youth work and the provision of our Centres.
- To meet targets and goals for the role according to work plans agreed with line manager.
- To actively network and meet with other groups, agencies, key local stakeholders and people of influence and seek out new opportunities for partnerships, working together and support.
- To be young person focused in your support, working within NAYC guidelines.
- To actively seek out opportunities to start up new clubs through networking, research and community engagement.
- To Research and visit existing non-affiliated clubs and groups to promote NAYC and encourage affiliation.
- To organise local and countywide events, for both young people and group leaders, encouraging group involvement at such events.
- To creatively develop new ideas and services that, enhance the overall impact of NAYC and meet the needs and aspirations of local groups and young people.
- To build up and record a knowledge base of work areas, keeping up to date records and producing comprehensive reports, on time, as requested.
- To attend and contribute at Team meetings and occasional Leadership meetings, presenting work reports and completing actions.
- To work with and support other NAYC staff to deliver relevant youth services.
- To develop partnership working with local authority youth services.
- To raise awareness of youth engagement and involvement and to promote the Youth Voice, including Youth Forums and other opportunities for the development of young people.
- Being social media and PR aware, recognising good news stories for NAYC Communications and assisting with the compiling and distribution of social media, newsletters, promotions, publications and general information.
- To ensure all youth activities comply with current legislation and relevant policies, including Safeguarding, Equal Opportunities, Health & Safety, GDPR.
- To attend regular supervisions/appraisals with line manager.
- To attend job-related training and any other required training identified during staff appraisals.
- To take a lead responsibility for a particular area of NAYC's service to youth groups. (e.g., Volunteer Training Programme, Games Pack Equipment, Youth Engagement)
- To assist in any aspect that may be required, as necessary.

## PERSON SPECIFICATION

### Personal Qualities, Skills and Attributes

#### Essential

- Ability to use your initiative, be a self-motivator and be able to work to deadlines and achieve them.
- Ability to work as part as a team as well as alone.
- The ability to use reflective practice and the interpretation of outcomes and evaluations to improve services and support.
- Reliable and able to deliver against objectives.
- Ability to drive and have own transport.
- Highly articulate with excellent communication skills.
- Demonstrable ability to select, prepare and deliver activities that are simple, creative and motivating.
- Ability to enthuse and engage young people of all ages.
- Be able to demonstrate a wide range of knowledge and the ability to adapt and deliver resources to groups in relation to varying needs.
- Must have a positive and dynamic outlook.
- Experience of public speaking and an ability to promote /sell the service.
- Must have experience of handling difficult situations and conflict.
- Must have a willingness to be flexible and an ability to adapt to changing needs.

#### Desirable

- A clean driving licence.

### Job Specific Skills and Attributes

#### Essential

- Appropriate qualification in project management, youth work, community development or equivalent or 3 years experience of the same or similar work.
- Proven experience of Community Development including the ability to organize and coordinate events and networking opportunities.
- Proven experience of interacting with stakeholders at all levels including young people, parents, politicians, funders and other interested parties.
- Proven experience of project management and setting up new groups.
- Computer literate, able to work with Microsoft Office, emails and the internet.
- Experience of public speaking and ability to promote /sell the service.
- Proven record in helping groups to successfully apply for funding.
- Demonstrable knowledge of safe guarding practices.
- Experience of working with volunteers, youth leaders and voluntary organisations.
- Experience of project development and management.
- Efficient at administration and report writing.
- A good awareness of PR and social media and how to use these things to promote the work
- Experiences of handling difficult situations and conflict

#### Desirable

- Having a working knowledge and understanding of likely issues facing youth leaders and young people.
- Experience of working as a youth group leader/ volunteer
- Experience of mapping and identifying need and potential relevant service gaps