



Participation and Skills Coordinator Job Description

Location:	Include Youth Offices, Belfast (as a base)
Responsible to:	Practice Manager
Salary:	£32,029
Hours:	35 hours per week (5 days per week)
Holidays:	25 days per annum
Probationary Period:	6 months
Fixed term:	31 st March 2023 (extended subject to funding)

MAIN PURPOSE:

The Participation and Skills Coordinator will be part of the Policy, Communications and Practice team and will have a key role in embedding the participation of young people across Include Youth. The post-holder will be responsible for the participation and involvement of young people in policy advocacy issues. They will help build the skills and confidence of participants who are 'Experts by Experience' to co-design programmes, supporting young people to be peer mentors and policy advocates.

The post-holder will work closely with the Policy Coordinator and Communications Coordinator to bring the voices of young people to decision makers by linking policy with practice, supporting young people to share their stories through case studies, good news stories, press releases, short films, and podcasts.

As a coordinator the post-holder will be part of the Senior Staff team and develop and deliver training to practitioners and young people.

Main Duties

- To develop, deliver and co-ordinate a youth participation model of practice for Include Youth.
- Develop and deliver training on supporting children and young people in care, Child Sexual Exploitation and Mentoring (to both internal and external organisations) alongside other staff/team members
- Plan and deliver themed stakeholder events (in partnership with staff and young people)
- Member of the Senior Staff team (attending monthly meetings and giving regular updates)
- To organise, co-ordinate and facilitate opportunities for young people and decision-makers to meet about issues affecting them
- To support 'Expert by Experience' peer mentors, in partnership with relevant staff and where appropriate other agencies, to build confidence and skills, promoting the rights and interests of young people.
- Provide skills and capacity building training according to individual need to 'Expert by Experience' peer mentors, i.e. OCN Level 2 in Youth Leadership and/or OCN level 2 in Mentoring Young People at risk.
- Support the EBE's to promote positive images and stories of care experienced and disadvantaged young people
- Establishment of a youth advisory group across Include Youth
- Ensure young people's voices and experiences are represented in all IY's policy advocacy work.
- Facilitate workshops with young people on social policy issues.

General

- The key responsibilities above give a broad outline of the functions of the post. However, these duties must be approached in a flexible manner. The post holder will be expected to adapt to changing circumstances and undertake other duties appropriate to the grade of the post as allocated by your line manager as part of working in a small team to deliver the Include Youth mission, vision, and goals. The outline of responsibilities may change from time to time.
- To adhere to existing work practices, procedures, undertake relevant training and development activities and to respond positively to new and alternative systems

- To demonstrate their commitment to Include Youth by their regular attendance and the efficient completion of all tasks allocated to them
- It will be necessary to work with information technology and associated systems in accordance with Include Youth Policies and Procedures
- To co-operate with Include Youth in complying with relevant health and safety legislation, policies, and procedures, in the performance of the duties of the post
- To carry out duties and responsibilities of the post in compliance with Include Youth's equal opportunities policies
- To maintain confidentiality and observe data protection and associated guidelines where appropriate
- Undertake Safeguarding training on induction



Participation and Skills Coordinator Person Specification

ESSENTIAL

Experience

- A minimum of 3 years full-time experience of working with children and young people (particularly those in vulnerable circumstances, including those at risk of, in or leaving care)
- A qualification in Community Youth work or a relevant social science at degree level or above

Knowledge and Values

- A knowledge and understanding of issues affecting children and young people who are in or leaving care or from disadvantaged communities
- An understanding of the voluntary and community sector in Northern Ireland

Skills

- Proven written and verbal communication skills
- Excellent presentation skills
- Good IT literacy, particularly Microsoft Office
- Strong time Keeping and record keeping skills
- Excellent engagement skills of working hard to reach young people
- Proven knowledge of relevant social media platforms

DESIRABLE

Experience

- Facilitating accredited training
- Direct work with marginalised young people
- Experience of working with young people to facilitate their involvement in policy advocacy/campaigns.

Knowledge and Values

- An understanding and commitment to children's rights and the values of Include Youth.
- Knowledge of effective youth participation models and children's rights compliant engagement.
- A working knowledge of the current political landscape
- Knowledge of key issues impacting marginalised young people.



Participation and Skills Coordinator Conditions of Service

Travel Expenses

Responsibility is on the employee to ensure that when using the car in the course of business, that proper insurance cover is acquired, and that the car is maintained in a roadworthy condition. A mileage allowance will be payable by Include Youth towards expenses.

Vetting

The successful applicant will be asked to declare all pending prosecutions, convictions, cautions and bind-over orders and their name will be submitted to Access NI for a check to be carried out

Pension

Include Youth operates a group personal pension scheme.

TOIL:

There is no entitlement to overtime payment to reflect the requirements of the post. However, you are entitled to receive time off in lieu for hours worked in excess of your normal working week.

Equal Opportunities Policy

Include Youth is an equal opportunity employer. The aim of its policy is to ensure that no job applicant or employee receives less favourable treatment on the grounds of nationality, race, ethnic origin, gender, marital status, sexual orientation, disability, religious belief or political opinion, nor should they be disadvantaged by conditions or requirements which are neither justified nor relevant to the job.

It is the responsibility of all staff to ensure a harmonious working environment in which the dignity of all employees and services users is respected.