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**JOB DESCRIPTION**

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| **Job Title: Youth Engagement Specialist (NCS)** | |  | | |
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| **Department** Youth Department | **Team:** NCS | | | |
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| **Reports to (Job Title):**  NCS Programme Coordinator & Youth Operations Manager | | | |  |
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| **Responsible for**: 16 Young People | **Job Grade:**  £14.14 p/h  Various hours available to suit candidates.  (Hours and opportunities may vary monthly) | | | |
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| Location: YMCA North Staffordshire, Harding Road, Hanley ,ST1 3AE.  Stoke on Trent and surrounding areas | Contract Type:  Term Time Casual Worker although opportunities all year round | | | |
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**Job Purpose**

You will inspire and support the delivery of sessions in a college environment working with 16–18-year-olds, acting as their role model. You will be pushing and inspiring students of entry level courses who have struggled with educational settings to reach their full potential and get the most out of the NCS programme and prepare them to make positive choices moving forward in their educational journeys. This rewarding and challenging role will require you to be outgoing, inspiring, and adaptable to behavioural challenges you could face.

This role is suitable for a highly motivated and enthusiastic self-starter who can motivate others and act as a positive role model.

**Main Duties and Accountabilities**

Lead, encourage and motivate a team of up to sixteen young people to complete a NCS Community Experience. Multiple start dates throughout the year. Delivering sessions that give young people 15 – 16 years old the life skills to transition into adulthood.

1. Assist the NCS Programme Coordinator to ensure all necessary and appropriate safeguarding, data handling, health & safety and other legal requirements are in place to protect NCS participants and staff
2. Ensure all participant registers and relevant paperwork (including risk assessments, safeguarding reports, and incident reports) are completed within agreed timelines and to a high standard
3. Work with the NCS staff team to deal with challenging behaviour from young people
4. Engage and build positive relationships with young people and their parents/carers to provide effective support on a one-to-one or group basis to achieve NCS outcome targets.
5. Ensure programme content is relevant to the local community and builds on existing relationships with partner individuals and organisations to provide young people with a quality NCS experience, ensuring they learn community and citizenship values within their local environment.
6. Record daily activity across delivery of the local NCS programme, including participant contact and outcomes during the programme, and ensure these are fully up to date
7. Attend regular supervision sessions and compulsory training to enable all duties to be carried out effectively.

Other

1. Programmes running all year round. for example, we will be running some term time, some evening, weekends, and school holidays.
2. You will need to be adaptable to different styles of delivery such as workshops and be confident to take on some presenting responsibilities with training.
3. To make sure that you read, are familiar with, and follow all YMCA North Staffordshire policies and procedures and to adhere to these policies and procedures.
4. To act as an ambassador for YMCA North Staffordshire, upholding and promoting our corporate values.
5. To undertake any other duties which can be reasonably expected of you within the level of your job.
6. All candidates must complete an enhanced DBS check, online training modules, and attend either face to face or digital training specific to their programmes.

**Person Specification**

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| Essential (E) Desirable (D) |
| Qualifications & Knowledge |
| * Experience of working directly with young people from a wide variety of backgrounds (E) * Experience of planning, delivery and evaluation of activities for and with young people (E) * Experience and understanding of Health and Safety, Safeguarding and data handling practices (E) * Professional qualification in a relevant discipline e.g., Youth and Community Work, Social Work, Education, Counselling, Health, or Sports Coaching qualifications (D) * Experience and understanding of the issues affecting young people at risk of social exclusion/offending (D) * Experience of youth-led programme development and participative techniques (D) |
| Experience |
| * Supporting groups of Young People (E) * Working with Young People. (E) * Working with Groups of Young People (E) * Working with groups of 16-19yr olds (D) * Proven ability in developing/innovating new projects (D) * Previous Presenting Experience (D) * Previous Evidence of Behaviour Management (D) |
| Personal Qualities |
| * Enthusiasm and passion for NCS and the activities “can do attitude” * Excellent interpersonal skills and good verbal communication skills * Confidence in developing the respect of young people * Enthusiasm and drive to ensure successful delivery of NCS * Empathic, sensitive and approachable nature * Tolerance and patience * Ability to remain calm and composed in difficult situations * Sound judgement and responsible nature * Ability to lead and work as part of a team * Flexible and adaptable approach to work * Commitment to support young people throughout the duration of NCS * Ability to move around the city (E) * Driving licence (D) * This post requires an enhanced DBS check and appropriate safeguarding training, dates TBC. |

Updated September 2023