



**Background information and details for the role of**

## **Youth Opportunities Coordinator (28hrs)**

**Salary £25,000 – £28,000 per annum (pro rata) based on experience**

**Fixed Term Contract - 12 months** (*likelihood of extension depending on funding*)

**Holiday: 21 days based on 28 days pro-rata**

Are you an experienced Youth Worker that supports young people to develop, be creative, and find pathways to success? Can you support projects that young people lead, shape and deliver? Can you build creative partnerships with organisations to bring about new activities and opportunities for young people?

We are seeking a new member of staff to join us and work with local young people and organisations to deliver a youth offer that will make our programme more relevant to young people, enhance their lives and enrich the local area.

### **About Us**

**William Morris Big Local** ([WMBL](#)) is a community-led organisation with National Lottery funding that aims to make the William Morris area of Walthamstow an even better place to live, work and play. We have a 'Partnership' of 10 local residents who lead the programme and make strategic decisions on how our funding is spent.

We are entering the final year of an ambitious three-year [plan](#) which centres around enhancing *Open Spaces*, supporting *Social Enterprise* and continuing to strengthen our Community and we want young people to be part of everything we do. Our whole programme is scheduled to continue until 2026 and is delivered through different means: in house projects, through partners and by making funds available to the community. Past initiatives have included a landmark mural, activities to reduce loneliness, nature walks and youth clubs. We have also funded dozens of grassroots initiatives through our community chest grants scheme helping to create change in the area.

**Urban by Nature** (UBN) is a 3 year partnership between William Morris Big Local and [Wood Street Walls](#), funded by [Creative Civic Change](#), a partnership between Local Trust, the National Lottery Community Fund, the Calouste Gulbenkian Foundation and Esmée Fairbairn Foundation. Urban by Nature aims to use the power of the arts and creativity to create meaningful civic change through large scale arts projects, youth led events and embedded local partnerships supporting the residents of the William Morris and Wood Street Wards.

**Crest Waltham Forest** is a local charity that has been running since 1971 and provides services and activities for people with dementia, people with disabilities and supports the advancement of good mental health. As a trusted local organisation, they provide the legal and financial framework for WMBL and UBN and administer the funds on our behalf.

## Job Description

Where the job description refers to '*Big Local*' this covers WMBL and UBN collectively. This post is funded and managed by Big Local with Crest acting as employer to provide the HR function of the role.

**Job Purpose:** The role will actively develop and deliver a Big Local youth offer, working with young people to shape it, own it and embed it into the local fabric of the area. Working alongside local residents, schools, colleges and community organisations the role will create an associated programme of activities that meets young people's personal, social and aspirational goals and helps them to be more connected to their local community. You will be supported in the role by the Big Local Partnership and work closely with our Project Lead and Communications Officer.

**Hours:** The role is 28hrs per week, including regular evenings and occasional weekends.

**Location:** Creative Works, 7 Blackhorse Lane, Walthamstow, E17 6DS. The community based nature of the role means you will also be working remotely.

## Main Tasks and Responsibilities

### Programme Development

1. Lead on the development of a Big Local youth offer, working with staff and Big Local Partnership members to integrate it in the whole programme.
2. Use your skills and experience to ensure that our youth offer is led and owned by young people from the beginning.
3. Build partnerships with local youth organisations, schools, colleges and businesses to enhance the Big Local youth offer and imbed it in the local community.
4. Work with our Project Lead, young people and the Partnership to commission youth projects that respond to local need.
5. Take the lead on forming creative partnerships with local organisations, businesses and the artistic community to broker more opportunities for young people to benefit from what Walthamstow has to offer.
6. Identify what other resources may be needed to deliver an enhanced youth offer, eg, sessional workers, youth work apprentice.
7. Working with our Project Lead, prepare internal and external funding bids to help fund youth offer activities.
8. Prepare and maintain financial budgets for all youth offer related activity.
9. Prepare monthly briefs on youth activity for the Big Local Partnership
10. Support young people to prepare presentations for Big Local public meetings and our AGM.
11. Develop and implement monitoring and evaluation approaches that are sensitive to a diverse audience, and that are in-line with measuring Big Local outcomes.
12. Maintain all data and information about young people in line with GDPR.

13. Keep up to date with the latest policy and practice with regard to youth engagement, diversity, safeguarding and inclusion

### **Outreach**

1. Develop an outreach plan.
2. Conduct face to face conversations with young people out and about, in schools, colleges, parks and youth clubs.
3. Find out where young people go for information and work with colleagues and young people to develop youth tailored communications and outreach.
4. Work with our Communications Officer and young people to provide engaging online content to promote Big Local. (eg, articles, films, music, photography)
5. Identify issues affecting young people and how their needs can be met.
6. Raise awareness of Big Local and sign up young people to our activities, projects and volunteering opportunities.
7. Encourage young people to participate at local activities held in and around the William Morris ward.

### **Youth Development and Youth Work**

1. Support young people to develop and run their own projects with Big Local funding
2. Encourage and enable young people to be involved in Big Local and support them to volunteer, shape the programme, put on events and work alongside existing volunteers and focus groups.
3. Develop a sustainable approach to youth participation in the Big Local programme.
4. Support young people to find fulfilling volunteer roles and contribute to local community projects.
5. Provide mentoring and coaching of young volunteers connected to Big Local and seek out opportunities for their personal development.
6. Work with colleagues at WMBL and UBN to commission a youth enterprise offer that will provide employment and training opportunities for under 25's.
7. Provide youth work activity at Big Local events, public meetings and external events where Big Local is attending. (e.g Walthamstow Garden Party, Mela, Lloyd Park Picnic)

### **Person Specification**

[Guidance to applicants: when completing your application, please demonstrate, how you meet the criteria listed below:]

#### **Essential**

- Minimum 3 years' experience of Youth Work in place based and detached settings
- Ability to coordinate and deliver participatory youth activity in formal and informal setting.
- Experience of engaging under-represented groups and supporting them to participate in a wide range of activities

- A pro-active approach to inclusivity, safeguarding and accessibility, and an understanding of the needs of vulnerable participants
- Experience of developing and sustaining partnerships and working with a wide range of stakeholders
- Great communication and interpersonal skills
- Ability to prioritise, plan and work to deadlines and within a budget
- Excellent organisational skills
- Attention to detail and accuracy
- Self-motivated with the ability to work both collaboratively and autonomously
- Excellent IT skills, including Microsoft Office, Google applications, social media and associated monitoring tools.
- Good organisational and admin skills.
- Excellent written, verbal and presentational skills with a track record of producing high quality, inspiring and compelling materials for a range of audiences.
- Able to plan and organise events
- Available and willing to work evenings and weekends when necessary.

### **Desirable**

- Hold a relevant Youth Worker qualification
- Good local knowledge of Walthamstow and Waltham Forest.
- Well connected with a good list of professional contacts
- Knowledge of GDPR

### **Personal Qualities**

- Passion in striving for excellence
- Easy going
- Reliable and conscientious
- Curious and reflective
- Cultural and inter-personal awareness and sensitivity
- A courteous, flexible and helpful approach to engaging with people at all levels
- Sound work ethic and determination

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## **How to Apply**

To apply, please send us:

- An up-to-date CV (no more than 2 sides of A4)
- Scanned copies of your youth qualification certificate/s
- A covering letter explaining how you meet the Personal Specification. When writing the covering letter please cite relevant examples from your experience. Please keep your covering letter to a maximum of 1000 words.
- Please also answer separately the following two questions as part of your application:

1. Based on your experience, what are the best ways to get young people involved in local initiatives? (300 words)
2. What do you think the biggest impact of the Coronavirus situation will be on young people in the short, medium and long term? (300 words)

Applications need to be received no later than **Sunday 7<sup>th</sup> June at 11.59pm** and emailed to: **jobswmbl@crestwf.org.uk** - quoting "*Youth role*" in the subject header.

Alternatively, you can send your application to:

***William Morris Big Local, Creative Works, 7 Blackhorse Lane, Walthamstow, E17 6DS***

## **Interviews**

If your application is successful you will be shortlisted for a videocall interview of around 30 minutes with two panel members to be held during the week of 15<sup>th</sup> June.

Following the interview there will be a further shortlisting for final interviews which will either be held in person (depending on the coronavirus situation) or via a further video call. This will comprise a 30 minutes written exercise and a 60 minutes interview. This will take place during the week of 22<sup>nd</sup> June.

For more information or questions about the role please email [jobswmbl@crestwf.org.uk](mailto:jobswmbl@crestwf.org.uk) or contact 07947 766 251 to speak to one of the team.