

JOB DESCRIPTION – VCSE YOUTH SUPPORT COORDINATOR

JOB TITLE: VCSE Youth Support Coordinator	SALARY: £29,400 FTE
HOURS : 21 hrs per week	TERM: Fixed term to 31 st March 2024
ACCOUNTABLE TO: Head of Voluntary and Community Action	LOCATION: Office base Brightspace or Kirkley with blended working from home
JOB PURPOSE	
<ul style="list-style-type: none"> • To coordinate the support to VCSE organisations working with children and young people (aged 8 – 25) to develop ‘youth’ focused projects. • To provide Communication for the Youth Development Projects. • Strategic Leadership of the Youth Development Team • To help establish and keep CAS at the forefront of community development in the UK. • To be an ambassador for CAS supporting and promoting CAS’s diverse range of products and services. • To maximize opportunities for the sustainability of community development at CAS. 	
MAIN DUTIES AND RESPONSIBILITIES	
<p>To coordinate the support to VCSE organisations working with children and young people (aged 8 - 25) to develop ‘youth’ focused projects</p> <ul style="list-style-type: none"> • Coordinate and contribute to provision of 121 meetings, telephone contact and emails linking to training available. • Provide specialist support, information and guidance available to support organisations to develop new projects. • Facilitate events, training courses, workshops to support the development of new projects. • Contribute to the CAS External newsletter. <p>Coordinate a range of appropriate training courses and learning opportunities for youth workers and community members including councilors, museums, libraries, associations, larger employers who come into contact with young people and have the opportunity to engage productively with them.</p> <p>To provide Communication for the Youth Development Projects</p> <ul style="list-style-type: none"> • Provide professional communications to VCSE organisations, stakeholders and partners including planning, scheduling and identifying appropriate methods of communication • Ensuring web page (hosted on CAS website) is current and up to date. 	

- To co-ordinate communications and ensure that the CAS brand is applied consistently
- Use of a range of Social Media to promote the project.
- Create and co-deliver an innovative and engaging events and activities programme to connect young people and members of the local community.
- Maintain a peer to peer support network with opportunities for youth workers with a range of experience to actively engage in and encourage shared experiences to support each other and apply the principles of Reflective Practice to improve their youth work knowledge, skills and experience
- Provide content and resources (find and curate content) for the Online Centre of Youth Work Excellence (Hosted on Youth Infolink), promote events and share best practice.
- Prepare evaluation, monitoring and impact reports for key internal and external stakeholders.

Strategic Leadership of the Youth Development Team

- Provide day to day line management and support for the VCSE Youth Support Development Officers.
- Build strong and effective partnerships with key local public and voluntary sector stakeholders.
- Work in partnership with members of the Youth Focus Suffolk Steering Group.
- Working in partnership with statutory and other agencies connected with Youth and Community Development activity.

To help establish and keep CAS at the forefront of community development in the UK

- To keep up to date and research best practice in community development both at a national and international level and bring innovation into Suffolk

To be an ambassador for CAS supporting and promoting CAS's diverse range of products and services

- Develop and maintain an expert working knowledge about the diverse range of CAS's products and services and seek to raise awareness and promote these
- Contribute to the development of local and county wide marketing and communication strategies and plans and work with CAS's marketing team to promote CAS's community services offer both internally and externally

To maximize opportunities for the sustainability of community development at CAS

- To continually scan and take advantage of funding and fundraising opportunities to help CAS meet their strategic objectives
- To develop relationships with the statutory, business and VCSE and position CAS as an organisation ready and able to support community development.

PERSON SPECIFICATION

Qualifications	<ul style="list-style-type: none"> • A relevant degree and / or youth work qualification
Knowledge, Experience and Skill	<ul style="list-style-type: none"> • Demonstrable experience of community youth development. • Ability to manage a diverse range of priorities and staff. • An excellent working knowledge of VCSE (voluntary and community organisations and social enterprise) organisations and their structures • Willingness to implement and develop an Asset Based Community Development approach. • Experience of Volunteering either professionally or personally.

	<ul style="list-style-type: none"> • Track record of excellent line management/leadership skills, self-motivation and the ability to motivate others. • Proven track record of developing, engaging and maintaining good collaborative working relationships, both internally and externally, with a diverse range of people and communities • An understanding of community development and the practical skills required. • Knowledge of funding advice • Excellent presentation skills and the ability to share and disseminate knowledge and learning in a range of different settings including chairing and facilitating meetings • Excellent verbal and written communication skills. • Experience of setting and working to targets • Experience of analysing complex data and writing quality reports. • Good negotiation skills. • Experience of setting and working to targets within an outcome framework. • Comfortable in managing and setting budgets. • Proven ability in organising and managing priorities and time. • Excellent working knowledge of modern IT and software programmes
Attributes	<ul style="list-style-type: none"> • A demonstrable personal commitment to CAS and its values • Excellent team player with a positive attitude to change • High levels of flexibility and a can-do attitude with the ability to “muck in” where required • A collaborative and solution-based approach to problems • Ability to self-manage, organise, balance and deliver against a range of competing priorities • Commitment and an ability to contribute to an emotionally healthy and fun working environment • A passion for delivering services with an emphasis on responsibility, community, and quality. • Commitment to the safeguarding and wellbeing of service users. • Frequent travel around the county and so an ability to travel within Suffolk or further afield as necessary. • Willing to work occasional unsocial hours at weekends and/or evenings for which time off in lieu will be given.