

JOB DESCRIPTION –YOUTH FOCUS SUFFOLK COORDINATOR

JOB TITLE: Youth Focus Suffolk Coordinator	SALARY: £29,400 per annum (FTE)
HOURS : 22.5 hours per week	LOCATION: Office base Brightspace or Kirkley Centre 60% / 40% blended working from office / home
FIXED TERM: 2 years	START DATE: As soon as possible
ACCOUNTABLE TO: Head of Voluntary and Community Action	
JOB PURPOSE	
<ul style="list-style-type: none"> • To coordinate the Youth Focus Suffolk project, offering guidance and support to youth work organisations and community groups. • Strategic leadership of the Youth Development Team at CAS • Develop a range of resources, toolkits, training opportunities, network events, curate website content and facilitate workshops to support the youth sector. • Encourage, enable, and support communities to set up new youth projects • 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 maximise opportunities for the sustainability of community development at CAS. 	
MAIN DUTIES AND RESPONSIBILITIES	
<p>To coordinate the Youth Focus Suffolk project, offering guidance and support to youth work organisations and community groups</p> <ul style="list-style-type: none"> • To provide leadership and oversight of the Youth Focus Suffolk and East Suffolk Rural Youth Projects. • Coordinate and provide specialist support, information, and guidance for youth work organisations. • Assist with the identification of appropriate funding opportunities to enable youth projects 	

to be delivered effectively.

- 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 effective partnerships with key public and voluntary sector stakeholders to strengthen the youth sector in Suffolk.
- Attend and contribute to the Regional Youth Work Unit for East of England to ensure Suffolk is represented at a regional level.
- Coordinate the Suffolk Youth Work Network meetings.

Develop a range of resources, training opportunities, events, networks and maintain website to support the youth sector.

- Provide professional communications to youth work organisations and key stakeholders and ensure that the CAS brand is applied consistently.
- Facilitate events, training courses and workshops to support youth projects.
- Create and co-deliver innovative and engaging events and activities to connect young people and members of the local community.
- Maintain a peer support network for youth workers and communities.
- Provide content and resources for the Youth Focus Suffolk webpages and ensure they are well maintained.

Encourage, enable, and support communities to set up new and youth projects

- Proactively work with local communities and parishes who have expressed an interest in developing youth projects or where little youth provision exists.
- Work with partners in District Councils to identify communities that might benefit from youth provision
- Identify community champion(s) who can lead the development of youth provision
- Help to leverage in further funding for the development of new projects
- Provide the assistance necessary to get new groups up and running

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

- To positively contribute and commit to the CAS vision, mission, and values.
- To address inequalities, promote diversity and inclusion for multicultural and seldom heard communities.
- To help tackle the climate emergency through our work.
- 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 maximise 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 • Evidence of relevant CPD in youth work
Knowledge, Experience and Skill	<ul style="list-style-type: none"> • Experience of youth work and understanding of its purpose. • Understanding of the impact of loneliness and isolation, positive approaches to supporting wellbeing and positive mental health. • Experience of community development and understanding of practical skills required. • Ability to manage a diverse range of priorities and staff team. • An excellent working knowledge of VCSE (voluntary and community organisations and social enterprise) organisations and their structures, particularly in the youth sector. • Experience of volunteering either professionally or personally. • Track record of excellent line management and leadership skills. • Self-motivation and the ability to motivate others. • Track record of developing collaborative relationships with a diverse range of people, communities, and stakeholders. • Knowledge of funding advice. • Excellent presentation skills and the ability to share information in a range of settings, including chairing and facilitating meetings. • Excellent verbal and written communication skills. • Experience of setting and working to targets, analysing data and evaluating impact. • Experience of managing budgets. • Excellent working knowledge of modern IT and software programmes

<p>Attributes</p>	<ul style="list-style-type: none"> • A demonstrable commitment to CAS, our values and an understanding of our services. • A commitment to tackling inequalities, promoting diversity and inclusion across all services. • A commitment to tackling the climate crisis through our work. • Excellent team player with a positive attitude, high levels of flexibility and a can-do attitude. • A collaborative and solution-based approach. • 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.
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