



## **Job Description**

### ***Youth Program Lead - Connect!***

**Hours of work:** 37.5 hours per week. Flexible with some evening and weekend work required. One year contract with possible one year extension

**Annual Leave: 25 days plus bank holidays pro rata**

**Salary: Up to £28,000 FTE**

**Employed by: Involve Kent**

**Responsible to: Children's Health and Wellbeing Manager**

**Based: Turkey Mill, Maidstone, Kent ME14 5PP – Project covers Maidstone, Tonbridge and Malling**

## **Purpose of the job**

**To create and lead a new program building on our existing youth project - Connect.**

**In participation with past and present program beneficiaries, create 'time out' sessions, to meet the needs of neurodiverse young people whereby they can access activities, build their social network and achieve their personal and social development goals as part of the KCC funded 'short breaks' offer.**

**Co-produce needs-led, developmental opportunities with young people and their parents/carers to shape the program, aiming to provide a person-centred and outcomes focused community-based programme which is appealing, fun and inclusive, and in turn promotes health, wellbeing, and independence.**

**Recruit, engage and support volunteers/peer mentors to initiate, develop and sustain the involvement of young people.**

**Work in partnership with the existing Involve Children's Navigation Service, Social Care agencies and other multidisciplinary professionals.**

**Providing evidence of service outcomes, feedback and evaluation to funders.**

## **Key tasks and responsibilities**

- Proactively manage your own health, wellbeing and resilience to ensure you can provide consistent, quality support to people.
- Attend training, team meetings and regular supervision.
- Provide cover for your colleagues when on annual leave, sick or at times of need.

- Ensure the service is fully accessible and digitally optimised for all young people and their parents/carers living in Maidstone or Tonbridge and Malling, reflecting their diversity and range of interests, needs and aspirations.
- Embed and integrate yourself within the Maidstone and Tonbridge and Malling District council area and their local community.
- Work with the Children's Health and Wellbeing Navigators, Social Care agencies and other multidisciplinary professionals to enable the Young People to access relevant local communities' opportunities and to identify gaps and trends in services to help shape the services provided.
- Work in partnership with the Children's Health and Wellbeing Navigators to ensure likeminded Young People have the opportunity to connect and that local groups and activities are set up and identified.
- Utilize the principles of participation and coproduction to involve young people in the planning, development, implementation, and evaluation of the Connect! Service.
- Develop and coordinate new groups for young people, including within digital spaces., with a focus on shared areas of interest, social groups, skills development.
- Recruit, manage and develop a cohort of peer volunteers and provide opportunities to meaningfully involve them in the programme delivery and support of the young people.
- Ensure activity groups are sustainable, e.g., identify funding to subsidise activity costs, maximise free venue opportunities and the use of volunteers
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- Ensure young people have access to the support of volunteers/budding systems to help remove the barriers of young people's attendance and involvement. Encourage Young People and Parent/Carers to actively participate in steering groups/advisory boards to ensure that co-production and sustained engagement is imbedded and lived experience is represented throughout the programme.
- Work with the Children's Health and Wellbeing Manager to contribute to meeting all funding, monitoring and evaluation requirements.
- Attend networking events, promotional events and working groups to raise awareness of the Connect! service within Maidstone and Tonbridge and Malling areas.
- Refer people onto the Children's Health and Wellbeing Navigators if ongoing support is required for them to access Primary Care, Health, Education or Social care services
- Liaise with the Children's Health and Wellbeing Navigators in Maidstone, Tonbridge and Malling PCN's to asset map local resources and support services, activities etc.
- Ensure all necessary data and information is recorded accurately and entered confidentially on Involve's database with awareness of information governance best practice (such as GDPR)
- Monitor and record numbers of people engaged and supported. Ensuring the service and support to people is outcome focused and work innovatively and in coproduction with Young People, Parents/Carers to facilitate improved outcomes for people.
- Build positive relationships and maintain contact with our District Network Partners to ensure any provision and set up of groups is promoted and activities dovetail.
- Demonstrate and work to Involve values of excellence, innovation, can-do approach, valuing difference and people first.
- Actively challenge discrimination and promote the values of equality and diversity within the service
- Raise and address any barriers to young people/parents/carers accessing services, groups etc. and look to source a solution using community resources/funding/volunteers.
- Ensure that safeguarding/child protection procedures are adhered to an acted upon within the scope of Involve's safeguarding policies.
- Any other tasks and responsibilities that may be identified as necessary as the service evolves and develops.

<b><u>Person Specification</u></b>	<b><u>Essential</u></b>	<b><u>Desirable</u></b>
<ul style="list-style-type: none"> <li>Resilient, confident, positive and with a methodical approach to planning of work</li> </ul>	X	
<ul style="list-style-type: none"> <li>Driven, solution focused and highly motivated to innovate and achieve successful outcomes</li> </ul>	X	
<ul style="list-style-type: none"> <li>Experience of leading groups of young people to support them to achieve their goals and overcome barriers, recognising individual areas of challenge, special interest and motivations</li> </ul>	X	
<ul style="list-style-type: none"> <li>At least 3 years' experience of working with young people within a similar or transferable capacity</li> </ul>		X
<ul style="list-style-type: none"> <li>Excellent organisational and administrative skills</li> </ul>	X	
<ul style="list-style-type: none"> <li>Experience of utilising participation and co-production principles to create a project/service, enabling people with lived experience to steer and shape the outcome.</li> </ul>	X	
<ul style="list-style-type: none"> <li>A JNC Level 3 Youth Work qualification</li> </ul>		X
<ul style="list-style-type: none"> <li>Ability to learn and work to policies and procedures e.g., Safeguarding, Mental Capacity, risk management, person centred assessment and support planning,</li> </ul>	X	
<ul style="list-style-type: none"> <li>Excellent communication skills, able to negotiate, build and sustain relationships, advocate for young people and inspire others</li> </ul>	X	
<ul style="list-style-type: none"> <li>Able to work as part of a wider team and community partners to undertake a wide range of tasks as required</li> </ul>	X	
<ul style="list-style-type: none"> <li>Able to work with self-reliance and with confidence to take responsibility (within professional boundaries)</li> </ul>	X	
<ul style="list-style-type: none"> <li>Outgoing, energetic and passionate about improving the wellbeing of others.</li> </ul>	X	
<ul style="list-style-type: none"> <li>Lived or worked experience of the issues young people with ASC face and have an empathetic, positive and patient approach</li> </ul>	X	
<ul style="list-style-type: none"> <li>Good IT skills and experience of using a database or CRM system and the ability to set up, manage and facilitate digital and social media/online groups and activities</li> </ul>	X	
<ul style="list-style-type: none"> <li>Experience of setting up events, activities, forums and groups</li> </ul>	X	
<ul style="list-style-type: none"> <li>Experience of recruiting, coordinating and supporting volunteers</li> </ul>		X
<ul style="list-style-type: none"> <li>Driving licence and use of a car</li> </ul>	X	