



## JOB DESCRIPTION

### CWBR Youth Project Coordinator

<b>Salary:</b>	£27,000 (Pro-rata) plus employer's pension & travel expenses
<b>Base:</b>	PLANED offices (currently Narberth)
<b>Hours:</b>	37.5 hours per week, to include evening and weekend work
<b>Term:</b>	24 month Fixed Term

#### Purpose of Post:

Responsible for the day to day management of the CWBR Youth project. The Project focuses specifically on working with our partners and directly with youth of Pembrokeshire on engaging more young people in the local democratic bodies across the county. It also addresses the need to sustainably and positively engage younger people within their communities and local democratic bodies, to not only benefit their continued personal development and skills, but to also contribute to better connected and empowered communities.

#### Accountability:

Reporting to PLANED Chief Executive Officer

#### Key Relationships:

Internally: PLANED Projects including the Community Food Hubs and DATRIS. PLANED team including, Finance Manager and the PLANED Board. Externally: Children and Young People's Rights Office, Community and Town Councils, One Voice Wales, Pembrokeshire County Council, Youth Rangers within the Pembrokeshire Coast National Park Authority, Community Forums and Associations, County Councillors, PAVS, Community Connectors. Funders: The National Lottery and WCVA.

#### Responsibilities and duties:

Coordinate and facilitate the CWBR Youth Project across Pembrokeshire by:

- Supporting young people to actively engage within their communities and with democratic processes that will ensure their voices are heard in shaping services and resources to have a positive impact on their experiences and outcomes.
- Establishing the project steering group (lead by young volunteers)
- Establish and monitor safeguarding practices of the project and its activities both online and in person.
- Deliver effective communications with local communities and partner organisations to ensure awareness and understanding of the project.
- Creating and facilitating key youth focused information to guide young people and project members in understanding the aims and outcomes of the project.
- Ensuring strong partnership working practices to develop a collective and representative voice for young people to enable their involvement in local decision making and community activities.
- Finding opportunities for the members to develop and learn new skills through their time with the project.
- Enhancing a network of links with key organisations in both the voluntary and statutory sector, in particular with the Children's and Young People's Rights Office.
- Facilitating community engagement events, consultation activities and training sessions.
- Coordinate social media content and campaigns
- Work with the Support Officer to develop and implement a robust programme for the recording and monitoring of the project outcomes and achievements, and evaluation to meet funding requirements.
- Regularly write reports and present project developments to key partners.
- Oversee project budgets and submit funding claims and reports.
- Ensure that all project correspondence and activities are delivered bilingually in line with PLANED'S Welsh Language Development Plan.
- To provide line management and supervision for a team of staff, including a Support Officer and volunteers.
- Undertaking all reasonable additional activities as agreed with your line manager.

**Note: This job description is provided to give a broad outline of the activities of the post. PLANED may require other duties to be undertaken which are not necessarily specified in the job description, but which are commensurate with the scale of the post. The job description may be amended from time to time within the scope and level of responsibility relevant to the post.**

**PERSON SPECIFICATION**

**CWBR Youth Project Coordinator**

**Purpose of Post:**

The post holder will be office based in Narberth and also expected to spend time working in various communities within Pembrokeshire.

1. The post holder will be required to work some evenings and occasional weekends due the nature of the project
2. The post holder will need to hold a valid driving licence and be prepared to use a car for work
3. A DBS Check may be required depending on project activities

Skills and Experience	Essential	Desirable
<b>Qualifications</b>		
Qualified to a minimum of degree level, or significant history of working successfully in a similar field	✓	
<b>Experience</b>		
Experience in project development and delivery, including organisation of meetings/events/workshops and/or conferences	✓	
Relevant experience of working with young people or youth focused project	✓	
Relevant experience of working with communities in a collaborative manner with a range of stakeholders, such as community councils, public sector bodies, third sector groups and members of the public.	✓	
Ability to work under pressure, meet targets and deadlines and manage high volume workload	✓	
Ability to demonstrate commitment to the principles of community participation and long term engagement		✓
Experience of working in a third sector organisation		✓
Experience of communicating and working with a wide range of agencies including providers of statutory services		✓
Experience in providing effective leadership for an enthusiastic team of staff	✓	
Experience in volunteer management		✓
<b>Knowledge</b>		
Understanding and awareness of how to provide support to the young people and in each of the communities participating in the project	✓	
Knowledge of community engagement and participation methods	✓	
A working knowledge of the needs of young people		✓
Knowledge of co-production methods and collaborative working practices		✓
Knowledge of the Wellbeing of Future Generations Act		✓
Ability to relate to young people, and a knowledge of existing support mechanisms in Pembrokeshire for children and young people	✓	
Knowledge around equal opportunities and social inclusion issues	✓	
Knowledge of the National Participation Standards of Wales		✓
Understanding of local government structures and upcoming elections		✓
Understanding of the LEADER funded CWBR Pilot project and its resources		✓



Skills	Essential	Desirable
A professional approach, excellent communication and organizational skills	✓	
Experience of community and/or group facilitation methodologies	✓	
Excellent administration skills with a good level of computer literacy	✓	
Good written communication skills including report writing for a wide variety of audiences in a variety of formats	✓	
Self-disciplined, with a flexible attitude and approach to working on own initiative and able to work as a part of a team	✓	
Commitment to the values and ethos of PLANED	✓	
Ability to speak Welsh, or willingness to learn		✓
Full car driving license and the use of a suitable vehicle for work	✓	