



JOB DESCRIPTION

CWBR Youth Project Support Officer

Salary:	£22,500 (Pro-rata) plus employer's pension & travel expenses
Base:	PLANED offices (currently Narberth)
Hours:	22.5 hours per week, to include evening and weekend work
Term:	12 month Fixed Term

Purpose of Post:

The Project focuses specifically on working with our partners and directly with the 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 the CWBR Youth Project Coordinator

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:

- Administrative support for the project including internal documents and reporting in line with funding guidelines
- Administration support and facilitation of meetings, events, seminars, workshops and networks
- Support the project Coordinator and volunteers in facilitating the project steering group
- Assisting with the organisation of meetings, training events including liaison with local, group representatives and partners organisations
- Provide support to project Coordinator in line with safeguarding measures of project activities
- Maintaining database of contacts and updating information as required
- Supporting on communications delivery for the project to include social media updates and communication contract coordination
- Support the project Coordinator with funding claims and KPI's progress reporting
- Create videos and marketing material for events and campaigns
- Facilitate the translation and format of bilingual resources and ensure that all project correspondence and activities are delivered bilingually in line with PLANED'S Welsh Language Development Plan.
- Any other general administration duties as required
- To undertake all reasonable additional activities as agreed with your line manager



PERSON SPECIFICATION

CWBR Youth Project Support Officer

Working Environment:

1. The post holder will be office based in Narberth and also expected to spend time working in various communities within Pembrokeshire.
2. The post holder will be required to work some evenings and occasional weekends due the nature of the project
3. The post holder will need to hold a valid driving license and be prepared to use a car for work
4. DBS may be required depending on project activities

Skills and Experience:	Essential	Desirable
Qualifications		
Educated to GCSE Grade C or higher in English Language and Maths	✓	
Educated to GCSE Grade C or higher in ICT	✓	
NVQ Level 2 or similar in Business Administration and/or Youth Work		✓
Skills and Experience		
The post requires a self-motivated person, with initiative, to assist the PLANED team and the smooth running of the project	✓	
Relevant experience of working with young people or a youth based project		✓
Relevant experience of working with community organisations		✓
Ability to work under pressure, meet targets and deadlines	✓	
Knowledge of community engagement and participation methods		✓
Experience of communicating and working with a wide range of agencies including providers of statutory services		✓
Experience of working in a third sector organisation		✓
Excellent communication skills, organizational and administration skills with a good level of computer literacy and ability to use Word, Excel, Access and Outlook packages	✓	
Commitment to the values and ethos of PLANED and the CWBR Youth project	✓	
Ability to speak Welsh, or a willingness to learn		✓
Full car driving license and the use a suitable vehicle for work	✓	

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.