VOLUNTEER NOW - JOB DESCRIPTION

**Job Title:** Youth Engagement Officer

**Responsible to:** Community Engagement Manager

**Salary:** £25,295 p.a.

**Summary of Main Responsibilities**

Responsible for promoting youth volunteering and supporting volunteer involving organisations as they involve young people as volunteers.

**Main Areas of Responsibility**

**Promotion, Support & Development of Volunteering**

* Undertake activities that ensure Volunteer Now makes a significant contribution to the increase of youth volunteering activity in Northern Ireland.
* Promote and support youth volunteering in particular delivery of a youth recognition programme, social action and other youth work programmes, e.g. NI NCS, TBUC etc.
* Deliver youth work programmes (including residentials) that meet the needs of young people, support young people to deliver youth social action/youth volunteering programmes that meet youth work policy and practice standards.
* Support Volunteer Now to have a youth led voice in all areas of its work.
* Implement annual operational plans for the development and support of volunteering
* Build and support relationships with local partners and networks.
* Raise awareness of existing and support the development of new volunteering opportunities.
* Promote and contribute to the building of volunteering good practice, including the promotion of diversity, among volunteer involving organisations.
* Support increased recognition and value for youth volunteering.
* Contribute to the effective use and development of the Volunteer Now database, website and other media forms such as social networking.
* Contribute to delivery of organisational services e.g. training, health checks, campaigns etc.
* To contribute to health and safety of staff and programme participants.

**Operational Contribution**

* Contribute to organisational planning, particularly in relation to relevant areas of work.
* Contribute to effective team work within the Engagement Directorate and across the organisation
* Implement agreed systems for measuring, monitoring and reporting performance against key performance indicators and outcomes.
* Line management as necessary of key staff members
* Represent Volunteer Now as appropriate.

**Business Development**

* Proactively identify opportunities to develop additional opportunities for income generation across the business unit.
* Proactively identify, seek out and build appropriate partnerships.
* Identify opportunities for improvement across the business unit.

**Any other duties**

* Contribute to effective communication across the organisation
* Work within and contribute to the aims and objectives of the organisation.
* Undertake such other reasonable duties as may from time to time be required.

**PERSON SPECIFICATION:**

**Location**: NI wide programme with office bases available in Belfast, Enniskillen, Antrim, Newry. The core area of the work will focus on the Counties of Fermanagh, Tyrone and L’Derry but not exclusively so. Programme delivery will take place in specific areas such as Fermanagh/Omagh. An administration base is available in Fermanagh House, Enniskillen and within other VN offices. Volunteer Now offers an agile working policy.

**Hours**: 35 hours per week: some evening, weekend and residential hours outside this may be required to fulfil the obligations associated with the post.

**Pension**: A flexible retirement pension scheme is provided with Volunteer Now contributing 4.5% of gross salary per annum. You are eligible to join the scheme once probationary period is completed satisfactorily.

**Contract:** Fixed Term contract up to 31st March 2021 (subject to funding)

**Notice Requirements**: 1 Month

Applicants must demonstrate evidence of the following qualifications, core competencies and additional requirements:

**Qualifications**

A relevant qualification, degree or above, in youth work or two years’ experience delivering youth work in the last 5 years.

**Core Competencies (Essential)**

**Working with people**: Ability to build effective internal and external relationships to deliver organisational objectives, including successfully working within and across teams.

**Achieving results**: Can contribute to organisational planning, effectively implement organisational systems and improve customer service.

**Managing self and personal skills**: Ability to effectively communicate, use initiative and work under pressure.

**Additional requirements**

* 2 years’ experience of working with young people in a youth work setting.
* Experience of promoting volunteering and delivering support services.
* Experience of volunteering.
* Ability to demonstrate commitment to our organisational values.
* Hold a full driving licence and/or access to a form of transport which will enable the post holder to carry out the duties of the post effectively.