



# APPLICATION PACK

Post: Youth Engagement Co-ordinator



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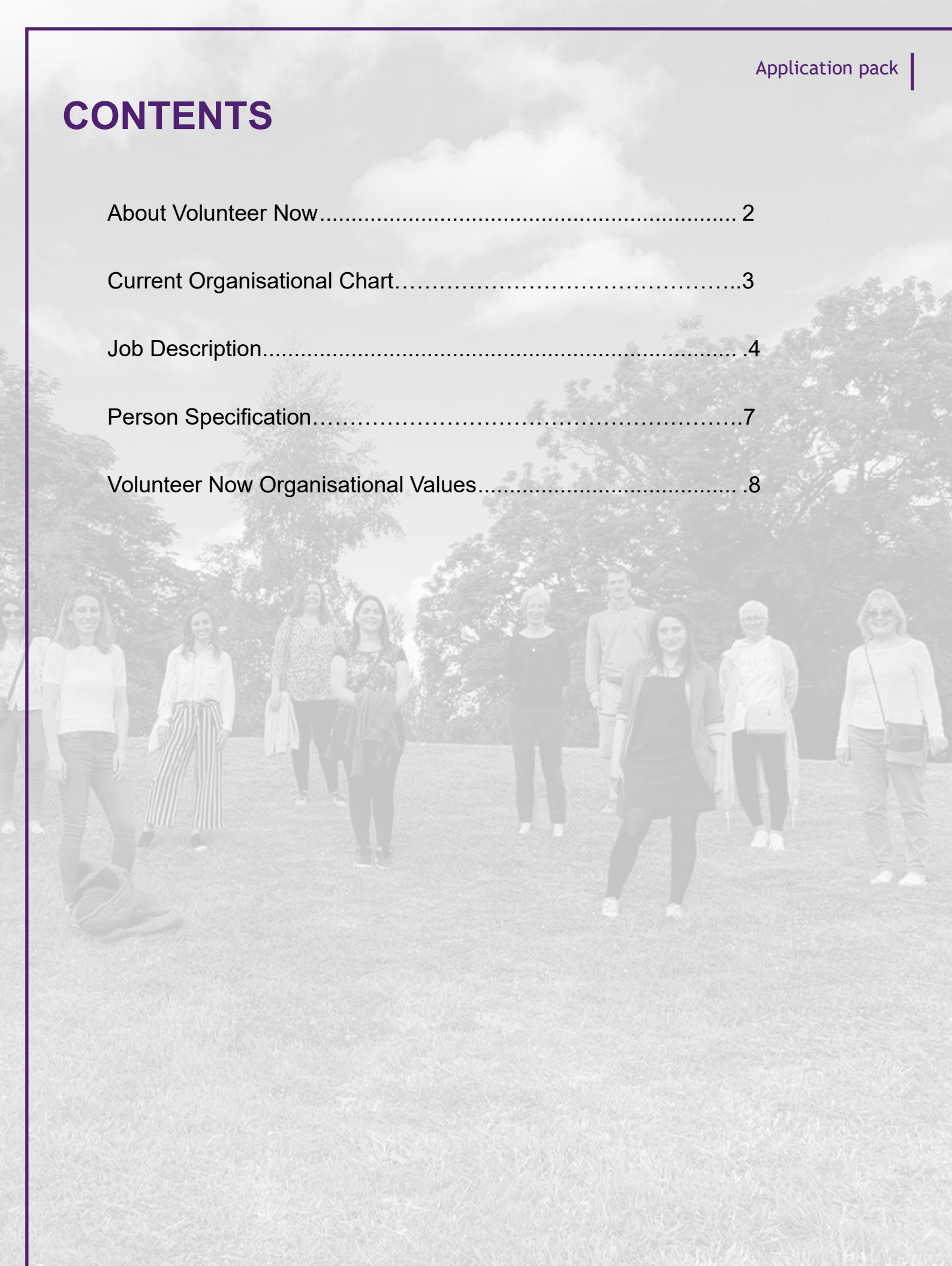
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# ABOUT VOLUNTEER NOW

**Volunteer Now** promotes, develops and supports volunteering across Northern Ireland. Our work enhances recognition for volunteers, provides access to opportunities and encourages people to volunteer. We provide information and support to volunteer involving organisations on volunteer management, governance and on all areas of safeguarding children, young people and adults at risk.

Our **Community Engagement Team** provides support to all things volunteering. We work with individuals and organisations to promote and encourage volunteering. We support organisations to make sure that they are able to involve volunteers effectively.

<http://www.volunteernow.co.uk/volunteering>

Our **Community Projects Team** oversees a range of volunteer involving projects including befriending, driving and capacity building for older people's groups. <https://www.volunteernow.co.uk/about/community-projects/>

We have an **Events** team that recruits and manages the volunteers for major events in Northern Ireland, including the 153rd Open in Portrush and the All Ireland Fleadh in 2026 and 2027. <https://www.volunteernow.co.uk/volunteering/event-volunteering/>

The **Volunteer Now Safeguarding Team** provides support for organisations with both child and adult safeguarding and has worked across Ireland and the UK.

<https://www.volunteernow.co.uk/organisations/safeguarding/>

**Volunteer Now Enterprises Ltd (VNE)** is a social enterprise company which supports the work and activities of the charity, Volunteer Now. VNE offers training for volunteers and organisations, provides assessment against quality standards including Investing in Volunteers (IIV), consultation and research services, and all forms of bespoke support to volunteer involving organisations.

<https://www.volunteernow.co.uk/volunteer-now-enterprises-ltd/>



This is only a brief summary of the work of Volunteer Now so please visit our website for more [www.volunteernow.co.uk](http://www.volunteernow.co.uk) or follow us on social media.



[Volunteer.Now](https://www.facebook.com/Volunteer.Now)



[Volunteer.Now](https://www.instagram.com/Volunteer.Now)

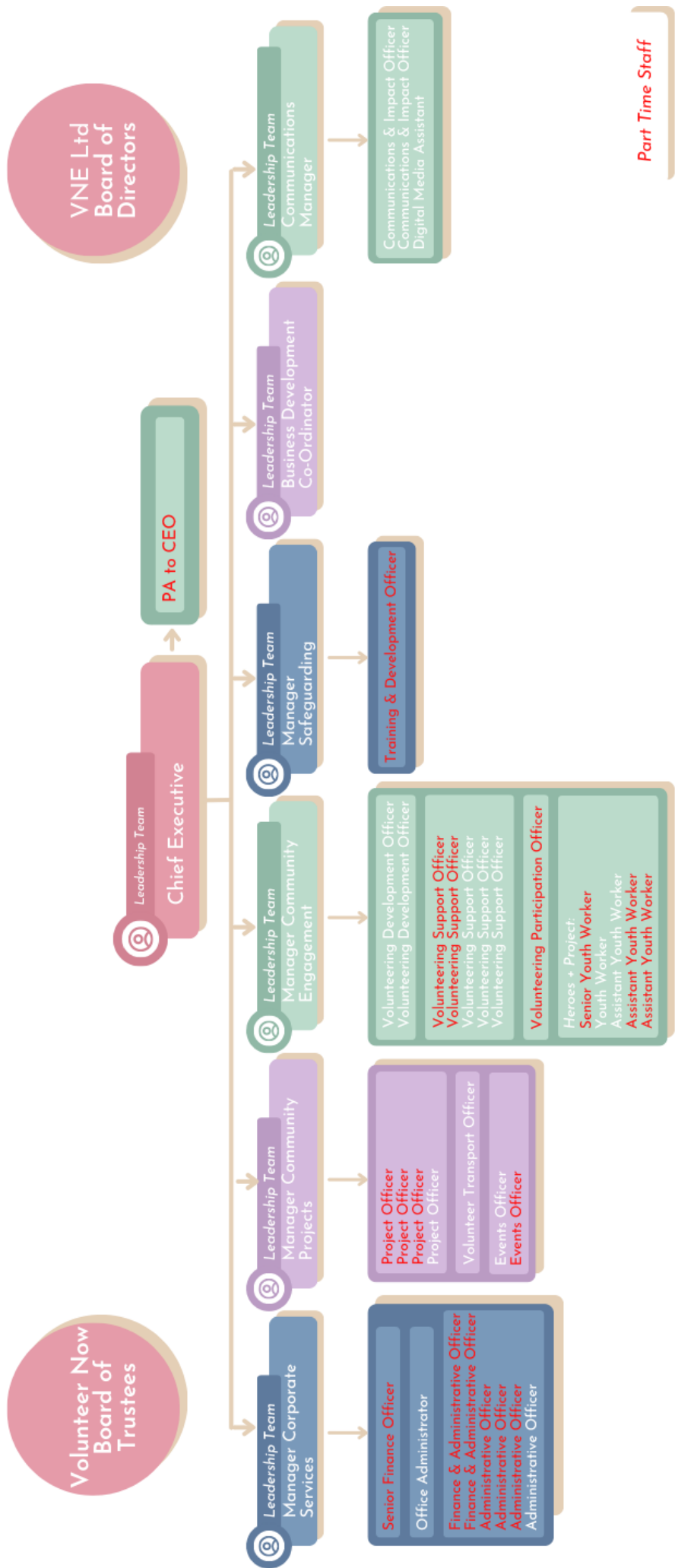


[VolunteerNow1](https://twitter.com/VolunteerNow1) & [VNEnterprise](https://twitter.com/VNEnterprise)



[VolunteerNow1](https://www.youtube.com/VolunteerNow1)

# CURRENT ORGANISATIONAL CHART



Part Time Staff

# JOB DESCRIPTION

**Job Title:** Youth Engagement Co-ordinator  
**Responsible to:** Community Engagement Manager  
**Salary Range:** £29,733 p.a.

## Summary of Main Responsibilities

Responsible for promoting and developing youth volunteering, recognition, youth social action and supporting volunteer involving organisations as they involve young people as volunteers.

## Key Responsibilities

### Promotion, Support & Development of Volunteering

- Undertake activities that ensure Volunteer Now makes a significant contribution to the increase of youth volunteering and youth social action activity in Northern Ireland.
- Promote and support youth volunteering and youth social action through the delivery of youth work and recognition programmes.
- Deliver youth work programmes (including residential) that support young people to deliver youth social action/youth volunteering programmes that meet youth work policy and practice standards.
- Deliver talks, workshops and training in order to encourage and promote volunteering.
- 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 youth social action and youth volunteering.
- Build and support relationships with local partners and networks with the aim of advancing youth social action and youth volunteering.
- Raise awareness of existing and support the development of new volunteering opportunities.
- Support increased recognition and value for youth social action and volunteering.
- Organise events to promote and recognise youth volunteering, activism and social action.
- Deliver the objectives of the #iwill movement with a focus on the partnership with Volunteering Matters and UK Youth.
- Support young people and namely #iwill ambassadors and champions, to amplify their voice and achieve the goals of the #iwill movement.
- Recruit, train, support and manage volunteers to support events, programmes, activities on behalf of Volunteer Now and partner organisations.
- Contribute to the effective use and development of Be Collective, Volunteer Now databases, website and other media forms.
- 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 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.

<b>Contract of Employment:</b>	Permanent
<b>Holidays:</b>	22 days per annum. In addition, statutory/public holidays in accordance with Volunteer Now policy will also be granted. After one year this rises to 25 days and then a further 1 day per year to a maximum of 30 days.
<b>Pension:</b>	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.
<b>Hours of Employment:</b>	35 hours per week. Reasonable hours outside this (the nature of the work means that evening and weekend work will be required during events therefore the working hours will be across Monday -Sunday, as applicable) are required to fulfil the obligations associated with the post.
<b>Travel &amp; Subsistence:</b>	Current rates are available from the Corporate Services Manager.
<b>Location:</b>	NI wide programme with office bases available in Belfast, Enniskillen, Newry. A hybrid working policy is in place to facilitate home working as part of this post. Please note, there is a high degree of travel with these posts, which will involve travel throughout Northern Ireland, including remote areas which may not be readily accessible from public transport, bicycle, e-scooters etc. It is therefore essential that applicants have access to a form of transport which will permit them to meet the requirements of the post in full.
<b>Flexibility:</b>	Volunteer Now offers hybrid working and flexible working and family friendly policies.
<b>Career Development:</b>	Training & Development opportunities are provided.

# PERSON SPECIFICATION

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

## Qualifications

- A relevant qualification (degree level) or three years' experience in supporting young people within the last 5 years.

## Essential

- 2 years' experience of working with young people in a youth setting.
- Experience of promoting volunteering, social action 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.

## Desirable

- A youth work qualification.
- Experience of delivering youth social action programmes.
- Experience of campaigning and supporting young people to deliver campaigns.
- Experience of delivering and supporting events that are youth led and focussed.

## Core Competencies

Candidates will be required to establish through the recruitment process that they meet the following core competencies:

- **Delivering Excellence** (Focus: quality outcomes, learning, continuous improvement)
- **Thinking Outside the Box** (Focus: innovation, resourcefulness, creativity)
- **Working Together** (Focus: connecting, collaborating, building relationships)
- **Getting Things Done** (Focus: decision making, planning and organising, working independently)



# VOLUNTEER NOW ORGANISATIONAL VALUES

## Organisational Values



### INCLUSION

Everyone is of equal worth and entitled to be treated with dignity and respect and included as a valued member of the community.

We particularly value the potential of volunteers and their ideas, experiences and talents.



### INTEGRITY

Everyone should expect that Volunteer Now will do what it says it will and be open, honest and trustworthy.



### EXCELLENCE

People participating in Volunteer Now's programmes are entitled to services that are of the highest standard and continuously improve through learning and innovation.



### COLLABORATION

Much more is achieved when individuals and organisations work together collaboratively for mutual benefit.



### SUSTAINABILITY

It is important to always consider the long-term sustainability of the organisation's work, as well as of the environment.