



### **About OPEN Youth Trust:**

The OPEN Youth Trust (OPEN) is a charity based in Norwich which relies on grant funding and donations from trusts, companies and individuals to raise the funds needed to support our work with young people.

OPEN was established in 2005 to provide opportunities for young people in Norfolk, including those who are most disadvantaged, with the longer term aim of making a positive difference to their lives.

The charity, based in the heart of Norwich, is located in a Grade II listed, multi-purpose venue which provides live music, venue hire for conferences, meetings and events as well as being home to a cafe, climbing wall, dance studio, gym and CLOSED secure storage.

The profit from all commercial activities enables the charity to offer a diverse range of different activities, most of which are free to attend, for young people aged 7 – 25.

OPEN's aims are to provide diverse and innovative ways to engage young people with focus on four key areas: **participation, learning, employability** and **progression**. All four underpin the way in which we engage with young people.

We seek flexible solutions that are adaptable to the evolving landscape of young people including their varied attitudes, backgrounds, interests and behaviours.

Both the way we work and our culture is underpinned by our core values: **passion, respect, community, diversity** and **inspiration**. These values help provide support, resources and processes that will enable our individual teams to work together and deliver life changing opportunities.

### **About the Project and Role:**

'OPEN Norfolk' looks to extend the reach of OPEN's youth service to rural Norfolk. Through funding received from The department of Culture, Media and Sport and The Big lottery fund we will support at least 16 Youth clubs based within the areas of Breckland, North Norfolk, Great Yarmouth and Norwich. We will support youth groups by offering:

- Support in gaining an Ambition First Steps Quality Mark
- A programme of regular open access positive activities
- A high quality volunteer programme
- Regular fundraising events to support sustainability
- Training for youth club staff and volunteers
- Support to aid developed PR and marketing

Through this project OPEN Youth Trust (OPEN) will work alongside our beneficiaries and other local youth services to improve impact and quality of provision and help safeguard services for the future. We will ensure the continuation of our services by stabilising income streams, developing partnership arrangements and collaborations with other agencies to share resources, skills and learning.

We are looking for an enthusiastic, motivated, dynamic and resourceful North Norfolk Youth Lead to play a key role in developing, delivering and supporting 'OPEN Norfolk'. The successful candidate will be developing collaborative relationships with other youth organisations and delivering positive activities as well as overseeing a team who will be delivering positive activities within youth clubs and schools in the North Norfolk and wider area. The candidate will also be expected to work from our main office in Norwich during the day, generally one day a week (likely to be a Tuesday) to complete administrative tasks and attend team meetings.

The role requires a combination of strength in a variety of youth work settings, relationship building, formal and informal coaching, managing people, community development and practical judgment.

You will work with children and young people from a wide range of backgrounds, and be committed to improving children and young people's emotional wellbeing. You will also be committed to developing a strong team and creating connections with other youth organisations to enable new opportunities for young people in the local area.

The post requires evening work and occasional weekends.

**Hours:** 37.5 hours per week fixed Contract until May 2020 (possible extension of post depending on the needs of the Trust)

**Salary:** £9 - £9.50 per hour dependent on experience

**Holidays:** 20 Days plus 8 bank holiday pro rata

**Benefits:**

Supervision

Training

Health care scheme

Pension scheme

Staff discounts on Gym membership, Café food and some event tickets.

**Reporting Structure:**

This is a new role for someone to work alongside both the Outreach Manager and the Youth Team to ensure a high quality youth service to the young people of Norfolk. The jobholder will report directly to the Outreach Manager and will be responsible for contributing to the successful delivery of 'OPEN Norfolk'.

**Competencies, Skills & Experiences:**

As an OPEN team member you are:

- Professional, friendly, fun and caring
- Positive, ambitious, proactive, customer focused
- A team builder, celebrating success, demonstrating commitment and pride
- Passionate and knowledgeable about OPEN's core objectives and values

**The post holder will be able to demonstrate evidence of the following skills, capabilities and experience: (D=Desirable E=Essential)**

<b>Knowledge and Experience</b>	
• Has a Youth Work related qualification or similar and/or demonstrates experience of working with children, young people and the community.	E
• Experience of planning and delivering sessions for children, young people and the community.	E
• Experience of leading a team	D
• Experience of event management	D
• Experience of fundraising	D
• Experience delivering positive activities, supporting, volunteering and mentoring based provision for children and young people.	E
• Knowledge of General Data Protection Regulations and experience of handling confidential, sensitive information.	D
• Awareness of Child Safeguarding procedures.	D
• Knowledge of 'Views'.	D
• Good, current knowledge of youth organisations within North Norfolk and wider area	D
• Experience of setting up and running fundraising events	D

• Experience of cashing up, budgeting and cash handling	D
• Experience of ordering stock	D
• Experience of running a Youth Group and Youth Events	D
<b>Abilities and Skills</b>	
• Ability to work in a dynamic, fast paced and demanding environment.	E
• Ability to plan and deliver lessons, monitor service user progress and provide regular feedback and support for accredited and non-accredited sessions, activities and workshops.	E
• Ability to complete continuous assessment for accredited and non - accredited sessions, activities and workshops.	E
• Ability to keep accurate and up to date records, sharing information as appropriate.	E
• Ability to work with vulnerable individuals, groups, challenging behaviour and/or complex needs.	E
• Ability to lead groups in informal and formal settings to enable learning and enjoyment.	E
• A capacity both to work on your own, in teams and a willingness to reflect upon and develop own practice.	E
• Ability to use initiative and find solutions to problems.	E
• Ability to lead and monitor a team to ensure delivery of services is to a high standard and offer coaching where necessary.	E
<b>Personal Attributes</b>	
• Belief in OPEN's mission and core values.	E
• Passionate and committed to supporting children and young people.	E
• An ambassador for children and young people.	E
• Effective time management and organisational skills.	E
• Positive, enthusiastic and adopts a 'can do' mentality.	E
• A passion for learning, creativity and innovation.	E
<b>Working Environment and Hours</b>	
• Available weekday evenings.	E
• Available for flexible hours and occasional weekends when necessary.	D
• Willing to travel to meetings, networking events and venues where delivery takes place.	E
• Holds a driving licence and access to own transport to enable travel to youth clubs in rural Norfolk	D
• Able to travel to locations including North Norfolk and Norwich	E

## **Main areas of responsibility:**

### **Delivery**

- To plan, deliver and assist youth provision within youth clubs and schools based in areas including North Norfolk and Norwich.
- To identify areas of need in the youth provision within the targeted areas.
- To set up collaborative working relationships with local youth organisations with the view to deliver the OPEN Young Volunteer Mentor Programme.
- Promote and assist youth clubs in your targeted area to gain an Ambition First Steps Quality Mark
- To run weekly Youth Groups that OPEN run
- Cash handling, budgeting and ordering stock for the youth groups OPEN run
- Banking the takings from the youth groups OPEN run
- Encourage and support youth club leaders in your targeted areas to attend training sessions and widen their knowledge and skill set.
- Recruit suitable candidates to deliver youth support within the targeted areas.
- Plan and deliver fun and engaging holiday provision for children and young people.
- To advise on appropriate methods and processes required to deliver an exciting, diverse engaging youth programme.
- To support the development, assist with the implementation and deliver a range of opportunities that are accessible for young people and responsive to service user need and interest.
- To advise on appropriate equipment and tools required to deliver an exciting, diverse youth programme and supporting the management of those resources.
- To design and prepare session plans in accordance with OPEN methodology, strategy and policy.
- To prepare and use suitable and good quality learning materials as appropriate.
- Work alongside the Outreach Manager and the Youth Team to recruit, train and support volunteers, including 'Young Volunteers' who will work on OPEN service provision.
- To adhere to organisational policies when dealing with challenging behaviour, health and safety and safeguarding issues.
- To support appropriate internal and external opportunities, for example; participation in networking opportunities and taking young people on trips.
- To actively recruit children and young people for the youth service available in your targeted work area as well as the provision on offer at OPEN Youth Venue and when required promote this to targeted groups, schools and partner organisations.
- To liaise as required with moderators and other representatives of awarding bodies
- Provide support, information, encouragement, and guidance to individuals and groups of young people on a range of issues including health issues, housing, bullying, crime, personal issues.
- Work in Partnership with other groups and organisations to make the programmed activities inclusive and engaging.
- Promote equal opportunities and to challenge discrimination when it occurs.
- Maintain a good and positive image of OPEN.
- Provide a welcoming, professional, and helpful service.
- To identify opportunities to fundraise for OPEN Youth Trust and the youth groups OPEN engage with.
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- To event manage fundraising events for OPEN Youth Trust.

### **Monitoring & Evaluation**

- Ensure all feedback, evaluations and monitoring data for each session, workshop or activity is carried out.
- Support youth clubs to gain an ambition quality mark
- Administer attendance, monitoring data and feedback for each session, workshop or activity that you deliver or support.
- Assist the Outreach Manager to complete a variety of reports and evaluations for funders, the organisation and board of Trustees.
- Assist the Outreach Manager to collate and evaluate data for publication when required.

**Safeguarding:**

- Work with the Youth Team, youth club workers and the Designated Child Protection Officer Lead on all safeguarding and child protection issues with assistance from the Deputy Child Protection Officers when required, building positive links with statutory and voluntary services to ensure children's and young people's welfare is met.
- Actively promote and be an ambassador for the welfare of children and young people to OPEN employees, volunteers and partners.

**General Duties:**

- Work alongside the OPEN Youth Team, the wider OPEN team and partner organisations to ensure OPEN meets its charitable objectives and goals.
- Ensure high quality service provision is maintained and any problems that are not able to be resolved are shared with the Outreach Manager who will provide assistance.
- Carry out any other duties as required by the OPEN Youth Trust.
- Act in a manner that demonstrates and promotes the organisations core values.
- To oversee and support a team delivering positive activities to young people in North Norfolk and the wider area.

**Over and above:**

Every day try to add to the Team Culture to make sure others feel supported and enjoy the benefits of your valuable professional skills and experiences.

Sometimes you'll be asked to carry out other duties and responsibilities of a similar professional nature to those described above.

Most of all enjoy your work because your efforts will make a positive long-term difference to the lives of many young people in Norfolk.

**Closing Date: 5pm, Friday 1<sup>st</sup> February 2019**

To apply please complete the Application Table and return to HR: [hr@opennorwich.org.uk](mailto:hr@opennorwich.org.uk)

For further information, please contact Lara Nicole, Outreach Manager, OPEN Youth Trust: [lara@opennorwich.org.uk](mailto:lara@opennorwich.org.uk) or 07473 464 377