

NCVYS Young Facilitators

Job title: Young Facilitator

Location: Home based in one of the seven English regions (North West / West Midlands/ East of England/ Yorkshire and the Humber/ South West /South East/London)

Reporting: Development Officers (Youth Participation and Young people's Skills)

Contractual period: Fixed 1 Year

Main Purpose: Promote, sustain and develop and youth participation within NCVYS by supporting its national youth forum, ENVOY. This will involve hosting a regional Young Partners Award, regional workshops and identifying opportunities for young people within their region, through visits to local voluntary and community projects within their region.

Background Information

The National Council for Voluntary Youth Services (NCVYS) is the independent voice of the voluntary youth sector in England. NCVYS supports voluntary and community organisations that work with young people through a diverse network of over 280 members.

Our members are voluntary organisations and networks working with young people at a local, regional or national level. With the help of 500,000 paid and voluntary workers, they provide direct support to approximately five million young people.

NCVYS's vision is of a society where young people are valued for their contribution and supported by their communities.

NCVYS has a long history of working towards the effective involvement of young people in the NCVYS networks, most recently through its national youth forum, ENVOY. NCVYS has been successful in gaining a five year grant from the Big Lottery Young People's Fund 2 to develop this work.

ENVOY is the NCVYS national youth forum and consists of young people aged 11-25 from across our membership and the wider voluntary sector.

The purpose of ENVOY is to involve young people in every aspect of NCVYS work. By ensuring that young people are active in NCVYS decision making processes and that they have full support in doing so, young people gain the opportunity to develop themselves as well as NCVYS.

Young facilitators are now needed to work as an extended part of the NCVYS team to assist in recruiting and supporting more young people to get involved in ENVOY across the nine English regions. The role of a young facilitator will be to promote ENVOY and the Young Partners Award to organisations and young people through visits, recruitment and facilitation of meetings with ENVOY members within their region.

Key Tasks

1. To establish and maintain a positive relationship with ENVOY members through a range of communication methods.
2. Attend relevant meetings and events to promote NCVYS and ENVOY on a regional and national level
3. Plan and facilitate regional events alongside ENVOY members for organisations and young people.
4. Plan and host a regional Young Partners Award, alongside national and regional ENVOY members.
5. Attend regular team meetings and supervision sessions on a regional and national level.
6. Organise and attend meetings with NCVYS member organisations through visits to source and promote regional opportunities.
7. Assist NCVYS to monitor the success of the project by collecting forms and feedback from young people within the region.

Scale

The young facilitators will be able to promote the aims and purposes of ENVOY and NCVYS. The young facilitators will be a member of the Young Partners project team and work closely with NCVYS staff across the organisation and ENVOY members both regionally and nationally.

Impact

The young facilitators will be able to promote the work of the Young Partners project as a key part of NCVYS's work that links to the organisations overarching aims. He/she will help the NCVYS membership and partners promote, recruit and raise awareness of ENVOY activities and its role as the NCVYS youth forum.

Discretion to Act

The young facilitators will be line managed by the youth participation development officers. S/he will, be expected to work within the framework of agreed procedure and NCVYS's policies.

Environment

It is important that the young facilitator develops good working relationships with ENVOY members, young people, staff and organisations and share relevant information with NCVYS in regards to their expressed needs.

NCVYS has contacts externally with members of the public, journalists, officials and MPs, and a young facilitator will be expected to represent the organisation positively.

Regular evening and weekend work will be required to engage in young people friendly activities as will be a willingness to travel.

Relationships

The young facilitator will work within their region with appropriate support from NCVYS and wherever necessary support will be provided by a local organisation or network. He/ she will work alongside the following:

- Participation workers
- Young people
- Staff
- Members
- Partners
- Parents and Guardians

Young Facilitators Person Specification

Criteria	Essential (E) or Desirable (D)	How will it be measured? (application form(AF), interview(I) or test(T))
<p>Experience & Education</p> <p>Educated to GCSE standard or equivalent</p> <p>Experience of taking part or leading in youth related community projects/activities.</p> <p>Experience of working with young people individually and in groups, including facilitation and training</p> <p>Experience of taking responsibility for small projects.</p> <p>Experience of working with young people in a residential setting</p>	<p>E</p> <p>E</p> <p>D</p> <p>D</p> <p>D</p>	<p>AF</p> <p>AF/I</p> <p>AF/I</p> <p>AF/I</p> <p>AF/I</p>
<p>Knowledge</p> <p>Clear understanding of the particular issues and needs affecting young people.</p>	<p>D</p>	<p>AF/I/T</p>
<p>Skills</p> <p>Good time management and organisational skills to ensure completion of tasks.</p> <p>Ability to communicate well with young people and adults</p> <p>Ability to deal fairly with a diverse range of young people.</p>	<p>E</p> <p>E</p> <p>E</p>	<p>AF/I/T</p> <p>AF/I</p> <p>AF/I</p>
<p>Computer Skills</p> <p>Experience of Microsoft office, email, internet and</p>		

social networking sites such as Facebook, Twitter, Skype etc.	E	AF/I/T
Attitudes & Values		
Commitment to and awareness of equality and diversity.	E	AF/I
Commitment to empowering and enabling other young people to be active participants.	E	AF/I
Commitment and awareness of a safe environment for young people.	E	AF/I
Working conditions		
Willingness to work evenings and weekends e.g. residential, national events.	E	AF/I
Willingness to undertake travel across England to meet with other young facilitators, ENVOY members and NCVYS staff.	E	AF/I
Willingness to have a flexible approach to NCVYS related work	E	AF/I