



# Youth Foundation Officer

[www.lancastercvs.org.uk](http://www.lancastercvs.org.uk)

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## About us

LDCVS was founded in 1972, as one of a national network of Councils of Community Service (the precursors to Councils of Voluntary Service). Our charitable objective is “to promote any charitable purpose for the benefit of the community in the Lancaster District boundaries, to promote and organise co-operation in the achievement of the above purposes and to bring together representatives of the statutory authorities and voluntary organisations engaged in the furtherance of the above purposes”.

LDCVS exists to help our members to overcome critical challenges that the Voluntary Community, Faith and Social Enterprise (VCFSE) Sector faces.

The first is around funding - we help to facilitate the right amount of funding for the right activities, distributed in a way that sustains VCFSE organisations.

The second is around volunteering - we help our members to attract, develop and retain high quality, dedicated citizens who, through participation, make a difference in communities.

The third is around how the VCFSE Sector is perceived and perceives itself - we help to enhance the reputation, professionalism, capacity and independence of our members.

The fourth is around how the VCFSE Sector communicates, both internally and externally - we help our members to talk to each other, share knowledge, debate sometimes contentious issues and work together to create positive impact for communities. Working closely with our partners, we raise the profile and amplify the voices of local community and voluntary organisations, ensuring that they are valued, understood by commissioners and properly resourced to tackle pressing social challenges.

This purpose is encapsulated in our **mission statement**: LDCVS exists to support, connect and champion the voluntary, community, faith and social enterprise (VCFSE) sector in the Lancaster District.

We fulfil our mission by pursuing four **strategic aims**:

- support the sector: incubating, developing and sustaining voluntary and community organisations and enabling them, in turn, to support the communities that they care about
- connect the sector: forging links between individuals, communities and groups, and between the sector as a whole and other partners
- champion the sector: ensuring that both its achievements and its challenges are recognised
- be a sustainable organisation, open to new learning

The way we work is informed by our **values**:

### **Independence**

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- We are an independent voice for the Voluntary, Community, Faith and Social Enterprise sector, championing its vital role in Lancaster District

### **Collaboration**

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- We believe in partnership, in the sharing of knowledge, expertise and resources, and the importance of building trust across geographical, organisational, cultural and sectoral boundaries

### **Social Justice**

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- We value the diversity of the sector and work to promote equality, diversity and inclusion.

### **Empowerment**

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- We seek to enable communities, organisations and networks to become strong, independent and self-sustaining.

### **Learning**

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- We believe that all of us can grow, learn and develop throughout our lives but often need help to do so.

### **Participation**

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- We champion the principle of voluntary action, believing strongly in the benefits it brings to individuals and communities in our District.

### **Quality**

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- We put quality at the heart of all our activities.

## The context for this post

This is an exciting opportunity to join our team as a Youth Foundation Officer. This role will lead and develop a new Youth Foundation for Lancaster District and across Lancashire in the next couple of years. The postholder will work alongside a network of people whose mission will be to improve the lives of children and young people and support and strengthen the work of the youth sector.

The Youth Foundation is a cross sector partnership that connects our voluntary sector members (youth clubs, children and young people charities), funding partners, businesses, local authorities, education and strategic partners to shape opportunities, broker new funds and create the best services for children and young people across our communities. The impact of this Foundation for young people will result in better outcomes around health and resilience, staying safe, better success in employment, training, education and better social mobility. With the support of the [National Young People's Foundation](#) team and Young People's Foundation Network, you will engage the youth sector and ensure children and young people are central to leading and shaping this Foundation through peer research, consultation and service design.

### What does success look like for this role?

Building on the work of the [Lancaster District Youth Partnership](#), our vision is for every child and young person to know that they live in a district where their interests are put first and where they can thrive and benefit from activities, support and opportunities.

Our ambition is for the Foundation to:

- Enable children and young people to develop personal and social skills, enjoy play and live in a stronger and safer community.
- Improve the physical and mental wellbeing of children and young people.
- Ensure that children and young people to have increased access to personal and social development opportunities educational settings and in the community.
- Tackle the root causes which keep children, young people and their families in poverty, and continue to create an unequal society.
- Strive to make a positive and lasting difference to the lives of children and young people and the communities in which they live.

Working as a part of a team, you will take a lead on:

- registering our Foundation as a Charitable Incorporated Organisation. This is a key to building a strong shared sense of ownership among all those working with children and young people. We want the Foundation to mean more than a simple pathway to grants or other support for the organisations

it works with. Instead, it should be a community of people who want to make a difference for young people.

- Engaging and working with members and to support and strengthen the work of a large number of front-line organisations and others with an interest in children and young people.
- Promoting collaboration between members and across sectors.
- Working with small, locally based organisations which have deep local knowledge and can therefore build strong relationships with children and young people.
- Increasing the supply of funding and provision of small grants.

The successful candidate will need to have excellent Information Technology skills, have a good broadband connection due to the need for home working and must have flexibility to fit in with the working patterns of the current team. We will provide IT kit for home working, generous terms and conditions, and a contribution to a pension scheme.

This pack contains a full job description and person specification. If you wish to have an informal discussion about the role, please email [hello@lancastercvs.org.uk](mailto:hello@lancastercvs.org.uk) or call Yak Patel (Chief Officer) on 01524 555900.

## Job Description

<b>Job title</b>	Youth Foundation Officer
<b>Term</b>	Permanent
<b>Job purpose</b>	This role will develop and support the Youth Foundation. The purpose of the Foundation is to improve the lives of children and young people, and to support and strengthen the work of the young people's sector.
<b>Location</b>	Lancaster city centre, home working, and other locations as required
<b>Accountable to</b>	Chief Executive Officer
<b>Accountable for</b>	N/A
<b>Salary</b>	£27,456 per annum pro rata
<b>Hours</b>	28 hours per week
<b>Relationships (Internal)</b>	Chief Executive, Senior Administration Officer, Connecting Communities Officers, Finance Officer, Trustees
<b>Relationships (External)</b>	Voluntary Community Faith Social Enterprise organisations (VCFSE), NHS, City & County Councils, businesses, education partners, funders and commissioners.
<b>Key tasks:</b>	<p>Working with the LDCVS Team and the Foundation, you will take responsibility for:</p> <ul style="list-style-type: none"> <li>• Developing the newly formed Youth Foundation.</li> <li>• Supporting cross sector collaboration, brokering partnerships between local youth organisations and stakeholders.</li> <li>• Supporting the Foundation's corporate fundraising activity, including developing and nurturing relationships with local stakeholders.</li> <li>• Working with the Youth Partnership team to encourage youth organisations to pursue funding through grant applications and individual philanthropy.</li> <li>• Supporting organisations in receipt of LDCVS funding to successfully deliver their projects, including end-of-project evaluation and sharing of best practice.</li> <li>• Coordinating training, information sharing and networking.</li> <li>• Providing regular analysis and reports to the CEO, LDCVS board of trustees and the Foundation</li> </ul>
<b>Other</b>	<ul style="list-style-type: none"> <li>• Undertake any other duties as appropriate to the nature of the post - as required by the Line Manager</li> </ul>
<b>Specific requirements</b>	<ul style="list-style-type: none"> <li>• Some evening and weekend work will be required</li> </ul>

<p><b>General requirements</b></p>	<ul style="list-style-type: none"> <li>• Be proficient in IT systems including Microsoft Office, Microsoft Teams, customer relationship management systems, and in the use of social media. Must have good home or remote work location broadband connection;</li> <li>• Willingness to work flexibly to fit in with the team working timetable;</li> <li>• Contribute to monitoring &amp; evaluation information;</li> <li>• Demonstrate and uphold good practice in working with and involving volunteers;</li> <li>• Act as a positive ambassador for LDCVS;</li> <li>• Work in accordance with best practice in both internal and external communications;</li> <li>• Attend and actively participate in staff team meetings;</li> <li>• Participate in supervision;</li> <li>• Uphold, and contribute to the further development of, LDCVS policies and procedures - including its Ethical Values Statement, Safeguarding, Equality, Confidentiality, and Diversity, Harassment and Health and Safety policies.</li> </ul>
<p><b>Terms and conditions</b></p>	<ul style="list-style-type: none"> <li>• Flexible hours</li> <li>• Pension contribution of 5%</li> <li>• LDCVS has a comprehensive Staff Handbook, which outlines the terms and conditions applicable to this post.</li> </ul>

# Person Specification

Aspect	Essential	Desirable
<b>Personal Qualities</b>	<ul style="list-style-type: none"> <li>• Positive about challenges</li> <li>• Team player</li> <li>• Friendly and professional manner</li> <li>• Well-organised, with an eye for detail</li> <li>• Commitment to equality and diversity</li> </ul>	
<b>Skills</b>	<ul style="list-style-type: none"> <li>• Ability to communicate and work with people from a wide range of backgrounds and with people of all ages.</li> <li>• Excellent written and numerical skills</li> <li>• Excellent presentation skills.</li> <li>• Ability to build networks and strong working relationships</li> </ul>	
<b>Experience &amp; Knowledge</b>	<ul style="list-style-type: none"> <li>• Knowledge of the work of charities and social enterprises in the Lancaster district</li> <li>• Experience working in community-based organisations</li> <li>• Experience in monitoring and evaluating projects</li> </ul>	<ul style="list-style-type: none"> <li>• An understanding of the issues and challenges facing children and young people aged up to 25</li> <li>• Understanding of role of the voluntary sector in addressing the needs and wants of children and young people</li> <li>• A working awareness of the voluntary sector, particularly the part focussed on children and young people</li> <li>• Knowledge of Corporate Social</li> </ul>

		Responsibility & Purpose
<b>Information Communication Technology</b>	<ul style="list-style-type: none"> <li>Working knowledge of standard work-based software such as Windows, Office etc..</li> </ul>	
<b>Other</b>	<ul style="list-style-type: none"> <li>Willingness to work flexibly to fit in with the nature of the project</li> </ul>	

## How to apply

In this pack you will find a job description and person specification for the role.

The job description outlines the duties and responsibilities of the post. The person specification describes the range of skills, knowledge, experience, knowledge required of the post holder. The essential criteria are the minimum requirements that you will need to carry out the role effectively.

The desirable criteria will aid you to undertake the full duties and responsibilities of the post more quickly. You are not required to have them at the appointment stage. However, where there are many candidates for a vacancy, desirable criteria may assist us in the shortlisting process.

Apply by emailing your CV and a covering letter to [hello@lancastercvs.org.uk](mailto:hello@lancastercvs.org.uk), stating 'Youth Foundation Officer' in the subject line, by 5pm on 15 June 2022. Your CV must include at least two nominated referees, including your current or most recent employer, and your covering letter must explain why you have applied for this role and how you meet the person specification.

We will acknowledge receipt of your emailed application.

### *Equality and diversity*

LDCVS is fully committed to diversity and equality of opportunity in everything that we do. [By downloading and completing the Equality and Diversity Monitoring Form](#) and sending it to us alongside your application you will help us monitor our practices. The information you provide to us is strictly confidential. This form will be separated from your application prior to short-listing, will be seen by the Chief Executive Officer only, and will not be made available to the selection panel.

LDCVS is committed to ensuring all disabled people are not disadvantaged either during the recruitment and selection process or during their employment, including making reasonable adjustments to our employment practices and premises, wherever possible, to ensure disabled people are not disadvantaged.

### *Interviews*

If you are selected for interview, we will contact you by email before 5pm on Friday 17 June 2022. Interviews will be held online, using Microsoft Teams, on 24 June 2022.

## Offers of employment

Once a recruitment decision has been made we will issue a conditional offer of employment. Full confirmation of an offer of employment is subject to the satisfactory completion of the following employment checks:

- Two satisfactory references (one must be from your current or most recent employer);
- Evidence of eligibility to work in the UK in accordance with the requirements of the Immigration, Asylum and Nationality Act 2006;
- Identity check;
- Proof of qualifications held;
- DBS Disclosure clearance (if applicable). In addition, applicants who have lived or worked overseas may be asked to obtain a certificate of good conduct to demonstrate their suitability for employment.

All new employees are subject to satisfactory completion of a 3-month probationary period.