

Young People Participation Worker



www.lancastercvs.org.uk

Charity Registration (England & Wales) Number: 1127626.

Company Registration (England & Wales) Number: 6743623.

Registered Office: The Cornerstone, Sulyard Street, Lancaster, LA1 1PX.

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Introduction

In 2023, the Francis C Scott Charitable Trust will celebrate 60 years of supporting work with young people that has been delivered by a range of exceptional local, regional and national organisations.

To mark this milestone year, the Trust is asking local young people to distribute funds on its behalf. Young people from across the Trust's beneficiary area of Cumbria and Lancaster District will be invited to design a grants programme and distribute £60,000 during 2023. The purpose of the fund will be to benefit other local young people via their organised groups through supporting activities that are important to them. The distribution of charitable funds is both a privilege and a responsibility, which the Trust believes can and should be shared with the young people the Trust seeks to support.

The purpose of this role is to lead on the project delivery of the young person led grants programme. This will involve recruiting young people, supporting them to design the programme and maintaining engagement with the cohort. The role will also involve coordinating applications coming from young people's groups across the locality and enabling the design group to have autonomy on final decision making.

About Lancaster District Community and Voluntary Solutions (LDCVS) and Cumbria Youth Alliance (CYA)

LDCVS and CYA have come together to deliver this unique opportunity to young people across Lancaster District and Cumbria. We are infrastructure organisations that work across Lancaster District and Cumbria with the voluntary, community and social enterprise sector, providing specialist information, advice, development support, volunteering services, opportunities for influence, and collaboration.

We have a long history of working collaboratively across the public, private, voluntary, and higher education sectors, to create opportunities for the benefit of our members, promote participation and build the capacity of individuals and groups.

We provide foundational support to organisations that work within our communities and that support people who face life-limiting barriers - including mental health issues, low educational achievement, unemployment, substance abuse, poverty, criminality, low income and ill-health. We promote collaboration through partnership meetings, shared learning and training events, the provision of funding advice and practical resources. You can find out more about our work by visiting our websites:

www.lancastercvs.org.uk

www.cya.org.uk

The context for this post

LDCVS and CYA are working together to ensure young people are empowered to be strong forces for change, and support work that ensures their voices are heard in matters that affect them. We will aim to do this by:

- Grant-making to young people who wish to make a change in their communities.
- Funding initiatives that give young people a stake in society, support their own social change efforts and influence policy.
- Working with wider stakeholders and partners to share learning.

We are looking for someone dynamic and passionate about our work. You do not have to be university level educated or a youth worker though you could be either - but you need to be able to demonstrate your interest and direct experience in the social justice space and/or in the role young people can play in long-term change. We do not expect you to have experience of being a grant-maker though having interacted or worked with funders would be a bonus. This role will require flexibility in that it will have elements that are about direct relationships with young people, alongside collaboration and project management skills.

For an informal chat about this role, get in touch with Catherine Westwell by email at catherinewestwell@lancastercvs.org.uk or call 01524 555900.

Job Description

Job Title	Young People Participation Worker
Term	Initially one-year fixed term contract
Job Purpose	To lead the delivery of a grants programme designed by young people
Location	Lancaster city centre, working across the Lancaster district and Cumbria
Accountable to	LDCVS Young People Foundation Officer
Accountable for	N/A
Salary	£13 per hour
Hours	14 hours per week. Office hours, with willingness to be flexible for occasional evening events and weekends
Relationships (Internal)	LDCVS and CYA teams including trustees
Relationships (External)	Young People, Voluntary Community Faith Social Enterprise organisations (VCFSE), education partners, funders and commissioners
Key tasks:	<p>Working with the teams, you will take responsibility for:</p> <ul style="list-style-type: none"> • Recruitment of approximately 20 young people, • Leading on the delivery of the programme. • Support the design group (composed of young people) to manage the funds, ensuring we are carefully monitoring their progress and maintaining strong relationships with all the relevant stakeholders: young people, fellow funders, partners and staff. • Bookings, events and session planning (residential, engagement and celebration events) • Work with the team to ensure all associated grant agreements and paperwork are up to date, clearly saved and accessible for our audit trail; support the administrative process of making payments and keeping our financial records up to date. • Liaise with key external partners who are providing direct support to the young people. • Directly monitor the progress the young people make, developing our work around what success in this area looks like for young people and for their communities. • Play a role in communicating the work of this programme - via blogs, tweets etc. • Actively share the learning and reflections with the team.

Other	<ul style="list-style-type: none"> • Undertake any other duties as appropriate to the nature of the post - as required by the Line Manger
Specific requirements	<ul style="list-style-type: none"> • Some evening and weekend work will be required
General requirements	<ul style="list-style-type: none"> • Be proficient in IT systems including Microsoft Office, Microsoft Teams and in the use of social media. • Contribute to monitoring and evaluation information. • Act as a positive ambassador for the program. • Work in accordance with best practice in both internal and external communications. • Attend and actively participate in team meetings. • Participate in supervision.

Person Specification

Aspect	Essential	Desirable
Personal Qualities	<ul style="list-style-type: none"> • Care about young people and the communities they live in. • Positive about challenges. • Friendly and professional manner. • Excellent organisational skills. • Commitment to equality and diversity. 	
Skills	<ul style="list-style-type: none"> • Ability to communicate and work with people from a wide range of backgrounds. • Ability to build strong working relationships. 	<ul style="list-style-type: none"> • Some direct experience and understanding of grant-making either as a grant-holder or having worked for a funder
Experience and Knowledge	<ul style="list-style-type: none"> • An understanding of the issues and challenges facing young people aged up to 25. • Experience of designing and delivering programmes aimed at young people. • Working knowledge of standard work-based software such as Windows, Office etc. • Experience in monitoring and evaluating projects. 	<ul style="list-style-type: none"> • Experience of facilitating youth participation/social action with young people. • An understanding of the role of the voluntary sector in addressing the needs and wants of young people. • A knowledge and appreciation of the demographic and geography of the Lancaster district and Cumbria.
Other	<ul style="list-style-type: none"> • Willingness to work flexibly to fit in with the nature of the project. • Full driving licence and willingness to travel across the counties. 	

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 and experience 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 or video to hello@lancastercvs.org.uk, stating 'Young People Participation Worker' in the subject line, by 5pm on Wednesday 11 January 2023.

Your CV must include at least two nominated referees, including your current or most recent employer.

Your covering letter or video must explain why you have applied for this role and how you meet the person specification.

If you choose to submit a video instead of a covering letter it should be no longer than five minutes. Supply your video as an attachment (up to 150 MB) or as a link which will allow us to download it.

We will acknowledge receipt of your emailed application.

Equality and Diversity

We are fully committed to diversity and equality of opportunity in everything that we do. By completing the Equality and Diversity Monitoring Form you will assist us to monitor our practices. The information you provide to us is strictly confidential. This form - along with the Personal and Supplementary Details 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.

We are committed to ensuring all disabled people are not disadvantaged either during the recruitment and selection process or during the course of their employment. At LDCVS our building is fully accessible for wheelchair users. We are also committed to making other reasonable adjustments to our employment practices and premises, wherever possible, to ensure disabled people are not substantially disadvantaged.

Interviews

Interviews will be held on Monday 23 January 2023.

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 a probationary period of six months.