



**Job Title:**

**Young Person's Practitioner**

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**Job Overview:**

**Part-time role, 2 days a week (15 hours)** subject to change depending on need.  
**Salary: £14 per hour - £10,920 per annum** (£27,300 FTE)

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**Key Roles and Responsibilities:**

Children in Need (CIN) Programme Delivery Officer

- Managing/Leading weekly after-school youth club provision (including managing volunteering, working with St Mark's Youth offer).
- Lead the delivery of healthy activities during school holidays for children and young people. This will include planning off-site visits as well as leading the events, reporting to the Director of Projects and Human Resources.
- February (1 week), Easter Holidays (2 weeks), May Half term (1 week), Summer Holidays (4 weeks) & October Half term (1 week).
- To be creative in extending current activities available as part of the CIN programme.

National Citizen's Service (NCS) Programme Delivery Officer

- To plan, prepare, deliver, and evaluate our National Citizens' Service (NCS) programme of learning feeding into the Director of Projects and Organisational Governance. Delivery will take place over 4 days per cohort.
- To maintain the relationship with our delivery partners on this project, primarily YPSS (Young People's Support Service) and CATCH (apprenticeship facility for industry – Engineering, Electrical etc), and GPL Wind (Training & Recruitment for the Offshore Wind Sector). This list will include other partners in the future.
- To ensure that delivery and content of our portion of this project is in line with that expected by the funder, NCS, and to prepare reports and feedback to them on time, and in the manner requested by them.
- To obtain feedback and testimonials regularly from participants in the project and to store these securely until required by the funder.
- To be creative in devising enrichment activities which incorporate key employability skills (ie. teamwork, communication, problem-solving).

### NCS Dates:

Cohort dates:

2 x cohorts in August (TBC)

2 x cohorts in October (TBC)

2 x cohorts in February (TBC)

When time is not allocated to the above 2 projects, teaching assistant support may be required.

### **Person Specification**

#### **Qualifications**

- GCSE Grade C or equivalent in English and Maths (E)
- Youth Work Qualification (D)
- Teaching Qualification (D)

#### **Experience:**

- Experience in delivery and/or teaching clients with different levels of ability.
- Experience in creating written reports.
- Proven ability to set, work towards, and monitor progress towards targets.
- Experience of managing groups of children and young people

#### **Skills:**

- A strong team player, with a passion for developing and supporting others.
- Ability to plan and prioritise workload within a pressurised environment,
- Flexibility in terms of changing deadlines and priorities.
- Good written and verbal communication skills.
- Good I.T. skills, including Microsoft Word and Excel.
- Ability to forge positive relationships with children, young people, and their families.
- Ability to work independently and as part of a team.
- Basic record-keeping skills.
- Ability to think creatively when organizing events to ensure maximum take up.

To apply for this position email your CV to [Stevie@mycpo.co.uk](mailto:Stevie@mycpo.co.uk) or [Claire@mycpo.co.uk](mailto:Claire@mycpo.co.uk)

More information about Creating Positive Opportunity at: <https://www.mycpo.co.uk/>