



**New Milton
Town Council**
Working in Partnership

Job Description

Job Title: Youth Co-ordinator

Salary (net): SCP 28 - £34,723 (pro-rata £18,769 per annum)

Line Managed by: Town Clerk

Hours of Work: 20 hours per week (1-Year Contract)

Main purpose:

- a. Day to day operational management of all NMTC provision for young people.
- b. Direct management and supervision of youth workers, paid and unpaid.
- c. Updating and supervision of training and development of all youth work staff, paid and unpaid.
- d. To take the lead in the safeguarding young people in line with NMTC's Safeguarding policies and procedures.
- e. Overall responsibility of monitoring and evaluating NMTC's service for young people - reporting to line manager and councillors.
- f. Representing NMTC in town, district and countywide in forums and partnership meetings related to young people and their needs.
- g. Provide for the social, educational and recreational needs and for the individual development needs of local young people.
- h. Work with young people, community groups, other agencies, partners to develop, extend and improve youth provision across New Milton, Ashley, Barton, Bashley.
- i. Planning and delivering a creative and progressive programme of youth activities in collaboration with young people and youth work team that are responsive to the needs of young people and in line to the principles of youth work.
- j. Providing regular supervision to team members in line with best practice youth work.
- k. Take responsibility for and carry out risk assessments and health and safety checks in line with NMTC's health and safety policies.

Main duties:

1. To work directly with young people in the planning, delivering and evaluating of youth activities and services.
2. Establish and maintain relationships with young people and work closely with them.
3. To promote and support the needs of all young people in the community to ensure the development of inclusive and diverse services.
4. To establish and develop relationships with a range of agencies, organisations and community groups relevant to the needs within the town to enhance services for young people.
5. To ensure that youth work complies with an annual business plan to be informed by the needs of the young people.
6. To contribute to and work within the overall budget approved by the Town Council.
7. To work with local schools & New Milton Youth Trust to enhance youth work delivery.
8. To liaise with Hampshire Constabulary developing working groups to address community issues involving young people.
9. To work with other organisations to coordinate youth provision and activities for the benefit of young people.
10. To actively fulfil responsibilities and legal obligations regarding the safeguarding of young people.
11. To ensure that the Town Council's health and safety policies are consistently applied across services provided by the post holder.
12. To participate and inform the development of the annual business plan and ensure that services provided comply with the plan.
13. To keep appropriate records and administrative systems as may be required, adhering to GDPR at all times.
14. To attend relevant meetings including Working Parties and Play & Youth Forum as required.
15. To represent the council at local, regional and national meetings when required.
16. To undertake such other duties as required commensurate with the level of the post.