



# LUTON IRISH FORUM

WELFARE, SOCIAL & CULTURAL OPPORTUNITIES

## Youth Officer Job Description

**Hours:** 35 hours per week, occasional evening and weekend work will be required for which TOIL will be given.

**Responsible to:** Volunteer Officer

### Summary of Post:

To develop and deliver youth volunteering programmes and student placement opportunities for young second and third-generation Irish people, mainly but not exclusively, including The Duke of Edinburgh's Award (DofE) scheme and Future Leaders Programme. To support, develop and grow volunteering and a student placement offer across licenced centres, including schools, other educational establishments and youth organisations. To deliver high-quality projects and programmes in a variety of settings including young people's centres, schools and colleges. To support young people, particularly those who are vulnerable, by providing high-quality informal education preventative and early help opportunities to achieve their personal and social development. To enable young people to make informed decisions, have a place in their community and, ultimately, reach their potential and make a successful transition to adulthood.

### Responsibilities:

- Establish, contact and develop relationships with young people through a variety of youth work styles and settings.
- Actively engage with young second and third-generation Irish people, mainly but not exclusively, in particular those who are vulnerable to enable their access to and participation in projects and programmes for their award.
- Build effective working relationships with partners, responding to their queries in a timely fashion.
- Support and encourage young people to achieve their DofE, Future Leader and other relevant awards using online and other management tools.
- Facilitate the delivery of high-quality programmes and identify opportunities for increased participation and level progression.
- Contribute to the development of youth work across the area and lead on specific areas of work on behalf of LIF.
- Contribute to the recruitment and retention of volunteers, identify their training needs and plan future training to bring them to a level of qualifications in line with service needs.

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- Contribute to the development of the service through team meetings, project meetings and working groups.
- Ensure that all delivery complies with all health and safety and safeguarding requirements.
- The duties and responsibilities listed above describe the post as it is at present. The post holder is expected to accept any reasonable alterations that may from time to time be necessary.

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## Person Specification

<b>JOB TITLE:</b>	<b>Youth Officer</b>
<b>DATE:</b>	September 2023

EXPERIENCE/SKILLS	Essential	Desirable
<ul style="list-style-type: none"> <li>Nationally recognised Joint Negotiating Committee (JNC) qualification for Youth and Community Workers and evidence of continued professional development.</li> </ul>	✓	
<ul style="list-style-type: none"> <li>Excellent administration and organisational skills with the ability to prioritise workloads and plan time effectively to achieve targets and meet deadlines.</li> </ul>	✓	
<ul style="list-style-type: none"> <li>Ability to form constructive professional relationships with young people to design, deliver and evaluate appropriate curriculum-based youth work programmes in an informal setting which result in clear learning outcomes and the achievement of targets.</li> </ul>	✓	
<ul style="list-style-type: none"> <li>Ability to communicate effectively both verbally and in writing with young people, adults and other agencies: e.g. report writing, making presentations and facilitation of groups.</li> </ul>	✓	
<ul style="list-style-type: none"> <li>Experience in managing youth work provision including health and safety, equal opportunities and safeguarding</li> </ul>	✓	
<ul style="list-style-type: none"> <li>Experience of working within DoFE and in collaboration with schools and partner agencies.</li> </ul>		✓
<ul style="list-style-type: none"> <li>Access to a car and the ability to drive.</li> </ul>		✓

KNOWLEDGE	Essential	Desirable
<ul style="list-style-type: none"> <li>Youth and community work</li> </ul>	✓	
<ul style="list-style-type: none"> <li>Statutory and voluntary sector support services across Luton relevant to the needs of the users</li> </ul>	✓	
<ul style="list-style-type: none"> <li>The Irish and other communities in Luton and surrounding counties and issues relating to their experience</li> </ul>	✓	
<ul style="list-style-type: none"> <li>Promoting equal opportunities and diversity</li> </ul>	✓	
<ul style="list-style-type: none"> <li>UK GDPR</li> </ul>	✓	

BEHAVIOURS	Essential	Desirable
• Planning and organising	✓	
• Performing under pressure	✓	
• Adaptability to change	✓	
• Team working	✓	
• Self-motivated	✓	
• Flexibility	✓	
• Confidentiality	✓	
• Awareness of potential conflicts of interest	✓	