



# **Application Pack**

## **Youth Voice Coordinator**



## **Empower young voices, join The Junction's dynamic team!**

**Dear Applicant,**

Passionate about youth participation and positive change? The Junction, a respected charity known for empowering young voices, seeks a driven Youth Voice Coordinator to join our growing team.

### **Make a lasting impact:**

- Design and deliver engaging projects amplifying young voices in our community.
- Lead the Junction Heart, our youth council, ensuring their vision shapes all we do.
- Lead Junction participation groups including the PCC funded YAG and RCBC Have Your Say group.
- Drive social action campaigns rooted in the concerns and interests of young people.
- Partner with stakeholders and manage support workers to cultivate a thriving youth voice ecosystem.

### **You'll thrive if you:**

- Have a proven track record of supporting diverse young people to find their voice and take action.
- Excel at project coordination and stakeholder engagement.
- Can inspire young people and collaborate with passion, dedication, and a knack for creative solutions.

### **Ready to make a difference?**

Download the application pack at <https://thejunctionfoundation.com/recruitment/> and submit it by **12 noon on 11<sup>th</sup> March 2024** Interviews on **25<sup>th</sup> March 2024**

If you would like to discuss the requirements of the post or have any questions about the role, we encourage you to contact Phil Dolphin on 01642 756000 or via e mail at [Philip.Dolphin@thejunctionfoundation.com](mailto:Philip.Dolphin@thejunctionfoundation.com),

Once you have completed your application please return to: [recruitment@thejunctionfoundation.com](mailto:recruitment@thejunctionfoundation.com) Or alternatively post to The Junction, The Green, Westfield Farm, Dormanstown, Redcar TS10 5NA, please ensure your envelope is marked PRIVATE AND CONFIDENTIAL.

Sincerely, Beth Major Chief Executive Officer

The Junction Foundation, Westfield Farm, The Green, Dormanstown, Redcar, TS10 5NA

Tel: 01642 756000

Registered Charity Number: 1125578 Registered Company Number: 6648312



**Job description:**

**Youth Voice Coordinator at The Junction (£30,636 + Benefits cost of living increase pending)**

**37.5hrs per week, Job share considered, flexible working.**

**30 days annual leave plus bank holidays.**

**Contract Type: Permenat.**

Make a Real Difference! Shape the future for young people in Tees Valley. Lead impactful participation projects, amplify youth voices, and drive positive change as our Youth Voice Coordinator. Join The Junction!

**About The Junction:**

We're a vibrant charity, empowering children, young people, and their families in Tees Valley. We believe in building trust, self-belief, and a sense of belonging through positive relationships and meaningful participation. We're proud of our reputation for championing children and young people's voices and driving positive change through social action.

**Your Impact:**

- Lead diverse projects, initially including but not limited to:
  - Guide the PCC Youth Advisory Group, ensuring their concerns influence local decision-making.
  - Coordinate the Redcar & Cleveland "Have Your Say" initiative, capturing young people's voices and driving policy change.
  - Manage the Junction Heart, our youth-led decision-making group, ensuring their contributions shape our services and organization.
  - Oversee the Blue Influencers Scheme, empowering young people to champion positive change in their communities.
  - Record and analyse data, report to funders.
  - Support and manage a small team of project staff.
- Amplify Youth Voices:
  - Create opportunities for young people to express their concerns, ideas, and aspirations through surveys, workshops, and creative engagement methods.



- Ensure young people's voices inform The Junction's policies, services, and projects.
- Advocate for their needs and aspirations with stakeholders, policymakers, and the wider community.
- Drive Social Action:
  - Design and deliver impactful projects addressing local issues identified by young people.
  - Support young people in planning, advocating, and implementing social action initiatives that make a difference in their communities.
  - Partner with external agencies and organizations to amplify the impact of youth-led social action.
- Build Strong Relationships:
  - Facilitate meaningful collaboration between young people, staff, volunteers, and stakeholders.
  - Build trust and rapport with diverse young people from various backgrounds and experiences.
  - Nurture a supportive and empowering environment where young people feel valued and heard.

### **You Bring:**

- Proven experience supporting and empowering diverse young people from various backgrounds.
- A passion for youth participation, social action, and driving positive change.
- Excellent communication, negotiation, and facilitation skills to engage young people and stakeholders effectively.
- Strong project management and organizational skills to lead multiple initiatives simultaneously.
- Reporting skills to inform commissioners and partners.
- Commitment to The Junction's values: listening, genuine care, non-judgmental approach, and empowering young people.

### **What We Offer:**

- Competitive salary of £30,636 per annum with 3% annual uplift subject to funding and satisfactory performance.
- Flexible working arrangements with base to be agreed within Tees Valley. Regular travel across Tees Valley required.



- Generous holiday entitlement of 6 weeks per year plus bank holidays, with loyalty bonus for additional days.
- Staff Wellbeing Programme including financial support for health-related treatments, 24-hr counselling helpline, and face-to-face sessions.
- Continuous professional development opportunities to enhance your skills and knowledge.
- The rewarding experience of making a real difference in the lives of young people and your community.

Ready to champion young voices? Apply now!



### Person Specification:

Youth Voice Coordinator	Essential	Desirable	Proposed Selection Method
<b>Qualifications and Training</b>			
JNC Degree in Youth Work (or relevant field for example social work, teaching, criminology etc or have significant experience of working with young people in informal settings.	X		A/I
<b>Experience</b>			
Significant experience of children and young people's participation work or working with groups and individuals to create change through developmental processes	X		A/I
Experience of working within relevant fields and their associated best practice guidance/ quality standards (Youth Work, one to one, targeted support)	X		A/I
Evidence of working with children and young people with a range of needs, issues and experiences (with particular reference to informal environments and personal and social development)	X		A/I
The ability to support the development and knowledge of teams, including, guidance, training needs assessment		X	A/I
Experience of safeguarding and managing risk	X		A/I
Experience of managing complexity, across a range of disciplines and specific projects/ services		X	A/I
Experience of utilising data to performance manage and report impact	X		A/I
Evidence of service development or project leadership experience, from design to evaluation stage	X		A/I
Experience of working with and influencing a range of partners, stakeholder and funders (both voluntary and statutory)		X	A/I
<b>Knowledge, Skills and Abilities</b>			
Strong Leadership skills and the ability to influence across teams and services	X		A/I
Ability to plan for project outcomes while allowing young people to lead and influence, taking developmental approaches	X		A/I
Ability to deal with distressing and emotive situations	X		A/I
Able to drive and understand change processes and effectively manage projects	X		A/I



Good IT skills and the ability to interpret data and prepare reports	X		A/I
Ability to manage time effectively and prioritise workload as well as support others to manage their time	X		A/I
Excellent verbal and written communication skills, including presentation skills	X		I
The ability to manage complex projects	X		A/I
<b>Work related circumstance</b>			
Access to a vehicle and requirement to travel across Tees Valley	X		A
Ability to work flexible hours to meet the needs of the service including some evening and occasional weekend working	X		A/I
<b>Equal opportunities and Diversity</b>			
<b>A = Application I = Interview T = Test P = Presentation</b>	X		A/I
A commitment to equal opportunities and non-discriminatory practices			