

# Application Pack



## Youth Voice Deputy Coordinator

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



Dear Applicant

Are you passionate about youth participation and turning big ideas into real change? Do you believe in the power of young voices to shape communities, policies, and futures? If that sounds like you — read on!

**The Junction** is a trusted local charity championing young people and their right to be heard. We're looking for a **Youth Voice Deputy Coordinator** to join our growing team and help us take things to the next level.

**What you'll be doing:**

- Supporting young people to lead the way — from designing and delivering creative projects to driving forward youth-led social action.
- Leading our participation groups, including the brand-new **Middlesbrough Youth Mutual**.
- Working alongside youth support workers and key partners to build a strong, inclusive youth voice network.
- Turning real concerns and experiences into campaigns that spark change across our communities.

**We'd love to hear from you if you:**

- ☐ Have experience working with diverse groups of young people — especially those who might not usually get heard.
- Have coordinated or supported community/youth projects and can juggle a few plates when needed!
- Bring bags of energy, creativity, and care — and know how to motivate and collaborate with young people and professionals alike.

**Want to know more**

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)

**Ready to make a difference?**

**CVs are not accepted** please download the application pack at <https://thejunctionfoundation.com/recruitment/>

**Closing Date: 19<sup>th</sup> May 2025 12pm - Interview Date: 28<sup>th</sup> May 2025**

**Only successful candidates will be contacted.**

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

Tel: 01642 756000

Registered Charity Number: 1125578 Registered Company Number: 6648312



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**



**Job description:**

**Job Title:** Youth Voice Deputy Coordinator

**Salary:** £31,467 per annum pro rata (+ Benefits cost of living increase pending)

**Hours:** Negotiable up to 16hrs per week. Flexible working. 30 days annual leave plus bank holidays (pro-rated).

**Application Method:** Please complete The Junction's application pack – we do not accept CVs

**Contract Type:** 2 years fixed

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 Deputy Coordinator. Join The Junction!

**About The Junction:**

We're a vibrant charity, empowering children, young people, and their families in the 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:** Make a Difference for Middlesbrough's Youth

This role is all about empowering young people in Middlesbrough! As the deputy coordinator, you'll play a crucial part in:

**Amplifying Youth Voice:**

- You'll support young people to directly influence the design and direction of the Middlesbrough Youth Strategy.
- You'll help ensure their voices are heard by facilitating feedback routes to the Youth Mutual.

**Driving Social Action:**

- You'll enable young people to participate in social action projects tackling issues they care about.



- This will raise awareness of the challenges faced by Middlesbrough's young people and their priorities for change.

### **Shaping the Youth Strategy:**

- You'll provide opportunities for young people to attend the Middlesbrough Youth Strategy Conference.

### **Support the Junctions Participation team:**

- Record and analyse data, report to funders.
- Support and manage a small team of project staff.
- Partner with external agencies and organisations 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.
- By working with us, you'll be a key player in ensuring Middlesbrough listens to its young people and empowers them to create positive change!

### **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.
- Project management and organisational 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 £31,467 per annum pro rata with 3% annual uplift subject to funding and satisfactory performance.
- Flexible working arrangements with a 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.

### **The National Lottery Community Fund**

Read more about how Middlesbrough Youth Mutual Partners are using funding from The National Lottery to ensure a strong and sustainable youth sector across Tees Valley [Middlesbrough Youth Mutual Strategy](#)

Ready to champion young voices? Apply now!

**Person Specification:**

<b>Youth Voice Deputy Coordinator</b>	<b>Essential</b>	<b>Desirable</b>	<b>Proposed Selection Method</b>
<b>Qualifications and Training</b>			
JNC level 3 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>			
A commitment to equal opportunities and non-discriminatory practices	X		A/I

A = Application I = Interview T = Test P = Presentation