

# **Children & Youth Co-ordinator**

Hours: between 15-18 hours per week determined by arrangement.

Pay Scale: NJC 23 of £21,693 pro rata.

12 month contract.

This new post will be responsible for co-ordinating partnership organisations to deliver a range of activities at its halls for children and young people.

The Council will not be delivering activities and this does not form part of this job description.

The post holder should be able to demonstrate previous experience in bringing in additional opportunities and funds to the area through partnership working and accessing small grants.

Experience of working with youth forums would be advantageous.

An enhanced Disclosure and Barring Service (DBS) check will be a mandatory screening process to ensure that anyone who presents a known risk to vulnerable groups is prevented from working with this council.

Ideally they would be fluent in both English and Welsh. Flexible working hours including evening and weekend will be necessary in order to accomplish tasks. A full and clean driving licence and access to a vehicle for business purposes will be an advantage.

- 1. To map current activities available for children and young people.**
- 2. To assist with identifying the needs in the activities provided for young people within the local community.**
- 3. To work with this Council and partner organisations to put in place actions to address those needs identified.**
- 4. To market, promote and publicise activities in the local press, on relevant webpages and social networking sites.**
- 5. To use existing networks, such as schools councils, to increase youth participation in the local decision-making process.**
- 6. To develop, co-ordinate, execute and evaluate opportunities for young people.**

**7. To assist with identifying funding opportunities to support the sustainability of youth participation within Llantrisant Community Council.**

**8. To attend and actively participate in relevant meetings, conferences and professional development opportunities.**

**9. To uphold the welfare and protection of children and young people.**

Other duties: -

- Ensure compliance with the Council's Financial Regulations, Standing Orders, Policies and Procedures.
- To adhere to Health and Safety legislation/relevant Council policies and procedures and take reasonable care for the Health and safety of yourself and other persons who may be adversely affected by your act/omissions.

Such other duties and responsibilities commensurate with the grade and in accordance with the general character of the job as may reasonably be required by the Clerk from time to time.