

# **Youth Participation and Development Officer**

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 introducing and expanding activities for children and young people using partnership working within the Llantrisant Community Council's four wards starting at our Llys y Cwm facility in the Beddau ward.

This post holder should be able to demonstrate previous experience in developing and maintain positive relationships with children and young people and the surrounding community. An enhanced Disclosure and Barring Service (DBS) check will 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 provision in the four wards of Llantrisant Community Council.**
- 2. To assist with identifying the needs in the services and facilities provided for young people within the local community.**
- 3. Work with this Council and partner organisations to put in place actions to address those needs identified.**
- 4. To develop, co-ordinate, execute and evaluate a range of positive activities that target issues and involve young people in the community.**
- 5. To market, promote and publicise these in local press, on relevant webpages and social networking sites.**
- 6. To Increase youth participation in the local decision-making process.**
- 7. To develop, co-ordinate, execute and evaluate opportunities for young people to have a voice locally.**
- 8. To assist with identifying funding opportunities to support the sustainability of youth participation within Llantrisant Community Council.**
- 9. To attend and actively participate in relevant meetings, conferences and professional development opportunities.**

## **10. 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