

## **Youth Services Development Officer**

Sussex Clubs for Young People is a leading provider of youth clubs and activities across East and West Sussex, Brighton and Hove. Supporting a membership of over 140 youth clubs and organisations and directly delivering youth activities each week we have an impact on the lives of over 10,000 young people every week.

We are looking for a Youth Services Development Officer who understands what difference good quality youth provision can make in local communities, help to promote our offer to parish councils, housing associations, management committees and other stakeholders to enhance our reach and connect more young people with the work that we do.

Experience of youth work and / or running a youth club would be an advantage but is not essential as we can provide training and support for the right candidate.

This role for 2.5 days for a week (initially fixed term for one year) for £28k per year (pro-rata) will suit someone willing to work remotely and able to self-motivate themselves to reach out to rural and disadvantaged communities identifying gaps in youth provision and potential partners and stakeholders.

You must understand the interactions between local authorities, the NHS and the Police in working with young people and be prepared to submit tenders or grant applications to support the building of a portfolio of projects. The successful applicant will be able to fund and develop their role as well as create opportunities for young people and volunteers to develop skills in building youth clubs in their communities.

Clean driving license and good WiFi connectivity at home is required.

## **Job Description**

**Job Title:** Youth Services Development Officer

**Reports To:** Chief Executive Officer

### **1. Job Purpose and Principal Activities**

1.1. The role exists to promote to civil and ecclesiastical parishes, housing associations, trusts, management committees and other potential clients our offer of positive informal, educational and recreational activities chosen by and developed with young people aged 9 to 19 (or to 25 with special educational needs) rooted in their community that are safe, fun, welcoming and engaging.

1.2. You will seek out networks and partnerships that will allow us to demonstrate the positive impact made by Sussex Clubs for Young People and ensure that our relationships with clients are maintained by ensuring that invoices, reports produced by the Youth Work Team and required objectives are met in a timely manner.

## **2. Main Duties and Responsibilities**

- 2.1. To work under the direction of the CEO taking responsibility for your work with members, stakeholders, partners and clients ensuring the provision of an effective and high-quality service.
- 2.2. To build and manage a potential portfolio of projects through research, marketing, attendance at network and partnership meetings.
- 2.3. To map potential members and clients who would benefit from our services.
- 2.4. To tender and bid for projects of work.
- 2.5. To attend staff meetings and training as required.
- 2.6. To ensure safeguarding, health and safety regulation and policy is always adhered to.
- 2.7. To promote and adhere to Equal Opportunities Policies.
- 2.8. To undertake any other appropriate duties as may be reasonably requested by your Manager.

## **3. Person Specification**

- 3.1. Relevant experience working in a business development (sales) role, managing client relationships and completing business reports and proposals.
- 3.2. Ability to communicate effectively, verbally and in writing, with colleagues, partners, stakeholders and clients with attention to detail, to understand requirements and to convey messages in a clear and understandable way.
- 3.3. An understanding of youth work, of working with young people and the complexity of dealing with chaotic individuals from disadvantaged backgrounds. Direct experience of delivering youth clubs and activities would be preferred.
- 3.4. An understanding of charities and charitable organisations.
- 3.5. An understanding of three tier local authorities, the interaction between county, district/borough and parish councils including engagement with different elements of the NHS, Police and Education.
- 3.6. Excellent time management skills.
- 3.7. Competency using software including MS Office, MS Teams, and Dynamics CRM.

Reference ID: Youth Services Development Officer

Salary: £28K (pro-rata)

Part-time hours: 18 per week

Application deadline: 09/11/2020

Job Type: Part-time

\* Please complete our Job Application form and email to [member.services@sussexcyp.org.uk](mailto:member.services@sussexcyp.org.uk) with your CV and covering letter.