**INTERLINK JOB DESCRIPTION AND PERSON PROFILE**

Post title: Young People’s SEE Participation Coordinator

Project: S.E.E (Solve, Experiment and Evolve)

Hours: 37 hours (job share considered)

Salary: NJC Scale Point 20 (£25,991) rising to scp 21 (£26,511) after successful completion of a probationary period.

Location: Working remotely and in community venues in RCT. Interlink has an office base in Pontypridd.

**Description of Role:**

SEE has been developed by young people for young people and will involve working with a diverse group of young people for change and alongside partners so that the voices of seldom heard young people are listened to and acted upon. The post holder will work with colleagues, members and partners to support young people to make positive difference to their own lives, that of their communities and work with partners, activities and services to improve the face to face and on-line digital advice, information and support available to young people including:

* Involving seldom heard children and young people and the wider community in the design and delivery of local support and services.
* Ensuring the involvement and inclusion of those that are excluded and to work with young people to identify and address barriers to the involvement of and support available to young people.
* Working with young people on a strength-based approach to support young people develop projects and put them in to action.
* Developing approaches to build capacity and develop resilience, for example, through providing support and training to children, young people and parents.
* Supporting young people to develop peer to peer support.
* Listening to, communicating with and connecting through, appropriate language
* Planning and facilitating meetings with children, young people and partners.
* Identifying and applying for relevant funding opportunities.
* Promoting volunteering including small grants and Volunteers Week.
* Developing and supporting the RCT Children, Young People and Families Network.
* Assisting partners to consult and involve young people in developing programme, partnerships and local networks.
* Promoting pathways to, feedback from and representation to support strategic groups to listen to and involve young people in the co-design of services, such as the Children and Young People Emotional Health and Wellbeing Sub-Group of the Cwm Taf Morgannwg Regional Children’s Services Board,
* As part of the Community Advice Team, working with colleagues, members and partners to transform the on-line support available to young people within local communities.
* Coordinating on-line networks, training and events and delivering face to face and on-line training.
* Work with the Wellbeing Team to promote the offer to improve mental health and wellbeing of young people.
* Capturing feedback on the quality of the information and advice you support including recording the information and support you provide through the Customer Relationship Management (CRM) system and other administrative tasks.
* Work collaboratively with third sector providers and public service partners to support collaboration to help sustain local activities, services and facilities.
* To work on your own initiative and as part of a team.
* To work to agreed plans and meet agreed objectives and outcomes.
* To use a range of IT and software.
* To undertake learning and development and regular supervision.
* To follow Interlink policies and procedures.
* To undertake other relevant tasks relevant to the role.

The post holder will report to their line manager, the Chief Executive and Board of Trustees and oversee the effective delivery, monitoring and evaluation of the role with the support of the Interlink Management Team.

**PERSONAL PROFILE**

**Role Specific Requirements:**

Interlink aims to actively increase the diversity and skills within our Team. All roles are open to any individual, regardless of their background, that can demonstrate they have the skills, commitment and passion to make a difference. We are keen to employ those with an interest and experience of working with under-represented groups and can help tackle the challenges young people face when trying to access local activities, services and groups.

**Role Specific Behaviours**

* To be inclusive – to show a commitment to and understanding of equality and diversity and working with under-represented groups.
* To communicate – to be able to communicate face to face, in groups and effectively utilise social media and on-line platforms.
* To be collaborative - working with colleagues / partners to achieve programme outcomes.
* To be emotionally intelligent – to support members and build their capacity.
* To be a highly organised - to be effective in developing and delivering organisational plans, objectives and performance measures.
* To be professional – to effectively represent the best interests of the third sector and Interlink.
* To be responsible – to manage your areas of responsibility, including performance and monitoring and evaluation.
* To know how to manage information sensitively – to understand the importance of and how to work sensitively and confidentially.
* To be flexible and responsive – to ensure you adapt to changing requirements.
* To be a reflective – to develop your knowledge and skills through continuous learning and development.
* The ability to speak Welsh is desirable but not essential for the post.

**What qualities the young people are looking for:**

* Easy going but fair
* Creative and open minded
* Truthful
* Being non-judgmental
* Hardworking
* Understanding and compassionate
* Previous experience of working with young people
* To be professional but approachable
* Have a sense of humour
* Energetic

**Car Use**

The post requires the use and availability of a car for work purpose.

**Interlink Requirements for All Staff**

**Communication, able to:**

* Listen, communicate with and involve a diverse range of people, communities, members and partners.
* Demonstrate a high-level verbal and written communication skills.
* Use IT packages and demonstrate as high degree of competence.
* Plan and facilitate meetings, workshops and events.
* Write and complete relevant reports and promotional material.
* Manage information accurately and correctly in line with Interlink policies.
* To act confidentiality and have a good working knowledge of data protection.
* It is desirable that you can communicate in the welsh language.

**Attitude, able to:**

* Be flexible and responsive to the changing needs of the service and organisation.
* Be reliable and understand how your behaviour, outlook and attitude can impact on your performance and attendance.
* Acquire an in depth knowledge and understanding of theory and practice in your area of work, developing and implementing good practice, develop your own skills and knowledge through continuous learning.
* Be positive about your role, colleagues, managers, trustees and the organisation.

**Effective working with people, able to:**

* Develop trusting relationships and treat all people with honesty, dignity, compassion and respect.
* Relate to people as individuals, respect their personal choices, be non-judgmental and work professionally with people who have different values and views.
* Deal professionally and calmly with challenging situations and individuals.
* Understand the importance of maintaining professional boundaries and integrity.
* Listen to and involve people and communities in relation to implementing organisational approaches such as coproduction, strength based practice, social pedagogy, person-centered and asset based community development.

**Effective team and organisational working, able to:**

* Form positive relationships and respect colleagues, managers and trustees.
* Be flexible and adaptable to the needs of people you work with.
* Articulate and implement Interlinks values and principles through your practice.
* Understand the purpose of your role in the wider context of the organisation - its mission, values and established working practices.
* Understand and articulate the connection between your performance, project outcomes and organisational performance and the future sustainability of Interlink.
* Identify and effectively manage risk and safeguarding within your area of work.
* Adhere to guidelines, rules, legal and other frameworks within which you are expected to work in line with the expectations of your role.

**Emotional Intelligence, able to:**

* Understand and manage your emotions and recognise their potential impact.
* Sense, understand and react sensitively to other's emotions and behaviours.
* Understand and manage your own limitations and respect the limitations of others.
* To self-manage, develop your self-awareness and independence; and recognise when to ask for support from colleagues and managers.

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| **INTERLINK RCT** |
| **VALUES AND PRINCIPLES** |
| * To work sustainably, taking into account the environmental, economic and social needs of local people and communities. * To support all members with special consideration for the needs of smaller groups. * To promote equal opportunities and social justice, aiming to reach those individuals and groups most in need. * To support voluntary action, aiming to promote and facilitate the involvement of service users, carers and citizens. * To be flexible and responsive to the changing needs members. * To support and develop partnership working at all levels to identify, address and deliver actions that meet the needs of local communities. * To work with others using asset based, community development and coproductive approaches * To enhance and not compete with the work of member organisations. |
| **OUR 20:20 VISION** |
| Volunteering, community involvement and action lead to connected and resilient communities, where people are treated fairly, have good health and have the resources they need**.** |
| **OUR MISSION** |
| * To listen to and support the development of communities to be better connected and more resilient. * To build on individual and community strengths through volunteering, community involvement and action. * To work with others to improve wellbeing, tackle poverty and reduce inequality. |
| Interlink as a County Voluntary Council is a member of Third Sector Support Wales who provide services across Wales based on supporting the following four pillars:   * Volunteering * Good governance * Thriving and sustainable third sector * Influencing and strategic engagement |