



Leicestershire Cares

Job Description

Job Title: YES Project Development Officer

Job Purpose: To lead and coordinate the development, planning, delivery promotion, monitoring, evaluation and reporting of the YES project

Reports to: YES Project Development Manager

Background and brief description of project.

Leicestershire Cares is an award winning, creative and results-orientated charity that works across Leicester, Leicestershire and Rutland. We work with local businesses, community, schools and local government to ensure that no one is left behind and all children and young people are supported to reach their potential.

Our approach to working with young people is based on our [‘Power to Change’ model](#):

1. **Power within:** We work with the young person to identify the complex issues they face and to support them to understand why this is and how they might bring about change. This might include, for example, obtaining secure, safe accommodation, getting out of abusive relationships, seeking practical and emotional support, getting on top of finances and developing IT and living skills.
2. **Power with:** We proactively work with the young person to create opportunities for them to build understanding and connections with community, business and local authority staff as well as their peer group. This might vary from attending a community project to completing a work placement with a local business or being mentored by a local business volunteer.
3. **Power to:** We provide platforms and empower young people to educate decision makers and other young people about their experiences and contribute to structural changes in the way services are developed and delivered. This process also enables young people to develop a wide range of soft and hard skills which many then use to secure a job or enter education or training.

Leicestershire Cares is one of nine local organisations working together to deliver the **YES project**.

The Youth Employability Support (YES) Project supports young people age 15-24 years old to take steps towards employment.

Our purpose is to support local young people to overcome challenges and barriers that have prevented them from finding a job or seeking further education.

Working together as the YES Project means we can offer a range of courses, and support services tailored to an individual's needs that will help them to:

- Believe in themselves
- Achieve qualifications and learn new skills
- Prepare for work

<https://www.yesproject.org/what-we-do/>

The YES Project is funded by the European Social Fund and The National Lottery Community Fund. It is delivered by Voluntary Action LeicesterShire (VAL) in partnership with Leicestershire Cares.

Main Responsibilities:

Project delivery.

Pro-actively seek and build relationships with wide range of young people who are NEET, enabling them to identify key issues of concern and to take appropriate action to address these issues.

Pro-actively develop and deliver a mix of individual and group work sessions to support young people to transition into employment, education or training.

Establish effective working relationships and partnerships with relevant voluntary and statutory agencies with a view to developing and delivering services that meet the needs of young people.

Engage Leicestershire Cares' member companies as appropriate to support young people and the work of the project e.g. providing work tours, mentored work placements or food for a drop in.

Ensure project is kept updated on and contributes to relevant local, regional and national policy and practice issues/debates.

Work with the other team members to identify and seek opportunities to further develop the work of the project.

Ensure all relevant health and safety, equal opportunities and safeguarding issues are understood and acted on across work of the project.

Administration and finance

Manage a 28 hour a week Project Support Officer post.

Ensure all internal and external administration requirements are understood and implemented across the project. NB the donor has specific non-negotiable requirements regarding the need for relevant paperwork and record keeping to demonstrate eligibility and progress of young people enrolled in the project.

Work with finance staff to ensure all financial reporting requirements are understood and implemented across the project.

Planning, monitoring, evaluation, reporting and PR

Ensure a relevant workplan with key performance indicators is developed and updated on a monthly basis. This will involve analysing what is working, what is not and what action needs to be taken.

Ensure donor reporting and record keeping requirements are understood across the project, adhered to and all deadlines are met.

Implement and maintain office systems, including comprehensive case file management to donor audit standard. Ensure data and activities are accurate and up-to-date in order to provide effective monitoring and evaluation of the scheme.

Provide updates that include “hard” and soft data, this will include case studies.

Be able to share learning arising from the work of the project to a wide range of audiences in a range of formats such as written reports, presentations group and one to one meetings.

Provide an annual report.

As and when required provide briefings for Leicestershire Cares’ board.

General

Work constructively as part of the Leicestershire Cares team and the YES project team, participating in team meetings, sharing relevant learning as required and collaborating on joint tasks as and when required.

Understand and implement all relevant Leicestershire Cares’ admin, finance, HR, logistics, equal opportunities, health and safety and safeguarding policies.

As and when required take on additional duties and/or cover for colleagues as directed by line manager or CEO.

Person Specification

Essential:

Proven experience of working effectively in an empowering way with disadvantaged young people to transition into education, employment or training.

A good understanding of the many complex and overlapping issues that lead to disadvantage discrimination and exclusion amongst young people who are not in education, employment or training.

Strong proven commitment to promoting equality and diversity in work and proven ability to work with culturally diverse groups.

Ability to organise and plan own work with minimal supervision, being able to “juggle” competing demands, set work plans, meet deadlines, produce timely reports and monitor and evaluate impact.

A “can do” flexible, problem solving attitude and willingness if/when required to work one or two evenings per week and occasional weekends (a 35 hour flexible working week). There might be occasional residential.

Emotional resilience to cope with the stresses and strains caused by working with at risk/disadvantaged/vulnerable groups.

Ability to build effective working relationships with wide range of stakeholders in community/voluntary, local government and business sector.

Ambition to grow the project and willingness to work with Leicestershire Cares staff to identify and win new resources for the project.

Strong commitment to ongoing reflection and learning.

A team player, who is willing to reflect, learn, share and if required challenge.

Confident IT user at ease with Microsoft packages.

Desirable

Full driving licence and use of car.

Previous experience of working with disadvantaged young people.

A relevant professional qualification.