



Leicestershire Cares

Job Description

- Job Title:** Youth and Community Development Officer
- Job Purpose:** To develop and deliver projects and partnerships across Leicester, Leicestershire and Rutland between business, community and public sector that enable young people to:
- “Develop key soft and hard skills, confidence, peer and community networks, and connections that will enable them to live happy, fulfilling and rewarding lives.”*
- Reports to:** Head of Community Development
- Weekly hours:** Full-time (35 hours per week)
- Type of Contract:** Fixed term until 31st March 2025: Funded by the TNLCF

Background and brief description of project

Leicestershire Cares is an award winning, creative and results-orientated charity that works across Leicester, Leicestershire and Rutland.

Our vision

An inclusive and safe Leicester, Leicestershire and Rutland where nobody is left behind, and all children and young people are supported to reach their full potential.

Our mission

We broker partnerships and create opportunities across Leicester, Leicestershire and Rutland that enable the business sector to understand community needs, contribute to the growth of inclusive, safe communities and to support and inspire children and young people in their transition to the workplace.

Our values

We believe in partnership

We broker partnerships between business, local government, schools and community groups so they can share skills and knowledge to deliver lasting positive change for disadvantaged groups and individuals.

We believe in the power of employee volunteering

We believe that employee volunteering enables volunteers, community groups and individuals to develop skills and understanding and is a highly effective way of strengthening communities and increasing employee engagement.

We focus on impact

We focus on impact and ensuring the work we carry out delivers meaningful and lasting positive change.

We are inspiring

We inspire people and organisations to identify their aspirations and to reach their full potential by thinking creatively and testing innovative approaches.

We are inclusive

We seek to learn from the rich cultural diversity of Leicester, Leicestershire and Rutland and to build cohesion across community groups and to remove barriers to people's participation.

We are committed to learning and development

We continually review the community need and are agile enough to adapt and improve the services we offer to work in a mutually beneficial way with relevant organisations.

Our Community Development work

"When a flower does not bloom you fix its environment, not the flower."

Our CD team plays an active role in developing opportunities for business to support local community groups. Traditionally much of our work was based around Team Challenges and Christmas activities and collection. Over the last few years, we have developed our ["Power to Change" approach](#) and a lot more emphasis has been put on partnering with a diverse range of community groups and supporting young people in a joined up, creative and agile way.

This has led to us winning three years funding from the National Lottery Community Fund to develop and deliver our Power to Change model. The outcomes for this work are:

- *Support disadvantaged young people individually and collectively to develop key soft and hard skills, networks and connections that will enable them to live happy, rewarding and fulfilling lives.*

- *Business community develop their understanding of the issues faced by these young people and how they can support them.*
- *Community groups are supported by staff, young people and business volunteers to develop their capacity so they are better able to understand and support young people.*
- *Young people develop the skills, knowledge and confidence to share awareness of their situation and ideas for improving services and support with both local and national decision makers.*

In addition to the TNLCF, funding we have also won two years funding from Nationwide for a 0.6 homelessness support worker for two years.

The CD team will initially consist of the Head of CD who will manage one full-time and one 0.8 FTE Development Officer, along with a 0.8 FTE Project Support Officer. The team will be expected to work closely with our Children and Young People team and to utilise the skills, knowledge and resources of our business, community and public sector partners. The CYP team tend to work with young people across the city and county who are care experienced, NEET and/or have been involved in the criminal justice system. This role will have a stronger focus on neighbourhood youth work.

Main Responsibilities

In essence, you will develop partnerships between community groups, local business and public sector that deliver youth provision. You will switch between leading some of this work in a “hands on way”, to developing the capacity of community groups so they can run such provision. Across all your work the voice and lived experience of young people should help shape and drive the agenda. As with all our work you will proactively seek to identify ways the business sector can add value to this work.

Power to Change delivery

Proactively build understanding of, connections and relationships with a diverse range of community groups in neighbourhoods across LLR who either support or wish to support young people.

Proactively build understanding of, connections and relationships with a diverse range of young people in neighbourhoods and communities across LLR who are disadvantaged, discriminated against, at risk, living in poverty and excluded.

Work with our community, business and public sector partners, CYP team and young people to develop and set “relevant” and “accessible” youth focussed projects and initiatives. Some of these you will be “hands on delivering/leading”, while for others you will brokering partnerships to deliver and/or working with members of our Children and Young People team to develop and deliver.

With the Head of CD, the CYP team and business volunteers, support community partners to develop their capacity, so they are better able to support young people. This could vary from “knowledge and skills-based support,” to arranging for business volunteers to transform a spare room into a youth space.

Pro-actively build relationships with our business members and potential business members, identifying different ways they can support the development and delivery of the Power to Change project.

Pro-actively seek to ensure work is carried out in an inclusive and participatory way that values diversity and inclusion, and people we support have variety of opportunities to shape the development, delivery and evaluation of the work.

As and when required with team and young people, develop and deliver training sessions for employee volunteers and community partners.

With Head of CD, establish and maintain a community steering group for the Power to Change project, which meets at least once a quarter.

Support Head of CD and CYP team to develop a Leicestershire Cares young people steering group.

With team, identify individual volunteers and firms who deserve to win Leicestershire Cares awards.

With Head of CD and other team members, identify new income streams that can expand the work and/or enable it to continue when TNLCF ends in March 2025. Note for final year of project, TNLCF funding is reduced.

Ensure all relevant HR, health and safety, equal opportunities, data protection and safeguarding issues are understood and acted on across the work of the projects. This will include ensuring all necessary DBS checks for volunteers are carried out when required.

As and when required, manage part time, volunteer, apprentice staff and students on placements.

Planning, monitoring, evaluation, reporting

Develop a clear work plan with goals, activities, outcomes, KPIs and timelines.

Attend team meetings and monthly supervisions to discuss progress against work plans. This will involve analysing what is working, what is not and what action needs to be taken. You will also disaggregate data on participants and outcomes so we are better able to understand who is benefiting from our work and actions we might need to take to increase diversity and inclusion.

Ensure you understand and implement donor reporting and record keeping requirements in line with internal and TNLCF reporting requirements and all milestones and deadlines are met. Currently data is uploaded on to our Lamplight database and analysed and acted against at the end of each month. Quarterly and annual reports are prepared at the end of the financial year and/or donor year.

As and when required, provide “hard” and “soft” updates and case studies for CEO, board, current and potential donors.

Provide an annual report.

Finance and administration

Ensure you understand all internal and external administration and record keeping requirements and implement them across the project and are compliant with GDPR requirements.

Work with Head of CD, team members and finance staff to ensure all financial and budget reporting requirements are understood and implemented across the project.

As and when required, issue petty cash payments to participants for expenses and ensure all records and supporting information is accurate.

Communications

Provide regular updates for our website and Twitter/social media accounts.

As and when required, produce or commission production of user-friendly briefings and updates on our work.

As and when required, produce or commission production of PR materials such as folders and posters.

Promote the support of the TNLCF for the project and as and when required participate in TNLCF promotional events.

General

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

Play an active role with other key staff in planning and delivering Leicestershire Cares Week, two annual champions meetings and our annual awards ceremony.

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

Person Specification

Essential

Good “grounded” understanding of youth and community practice and participatory models of development.

Proven experience of working in partnership with young people and community groups and developing and delivering successful projects and initiatives.

Strong proven commitment to promoting diversity and inclusion in your work and proven ability to work with diverse groups.

The desire to work with the business sector so they are better able to understand and respond to community needs.

Experience of supporting and working with volunteers.

Excellent organisational skills. The 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 good understanding of a variety of monitoring and evaluation techniques and ability to produce reports for donors.

Good admin and finance skills.

An entrepreneurial, inspiring “can do” creative and agile, problem solving attitude. Willingness to work two evenings per week and weekends as required.

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

Excellent communicator with proven ability to network, make presentations and build effective working relationships and partnerships with a wide range of stakeholders in education, employability, social services, community, local government and the business sector.

Willingness to develop new projects and initiatives and willingness to work with other team members to write successful funding proposals.

Strong commitment to ongoing reflection and learning.

Full driving licence and use of car. Mileage is paid at current rate of 45p per mile.

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

Confident IT user at ease with Microsoft packages, proficient with Word, PowerPoint and Excel.

Desirable

A relevant professional qualification.

Experience of working with business sector.

Experience of developing and delivering training sessions.

Experience of working with volunteers.

Experience of fundraising.

This post will require an enhanced DBS check.