



Job Description	Community and Youth Officer
Salary:	£28,000
Main Purpose:	Develop local community and Youth initiatives and support the delivery of community events, workshops, and sessions to address the needs of Marsh Farm community working with other partner organisations with similar objectives.
Responsible to:	Chief Executive but reporting to Chief Operations Officer
Location:	Futures House, the Moakes, Marsh Farm, Luton

Summary of main responsibilities

- Develop Community and Youth projects and support in the delivery of our existing and new Community and Youth initiatives, engaging with residents and local groups.
- Work closely with team colleagues and partnership organisations in courses, programmes, and activities at Futures House, especially with a particular focus on young people and the local community.
- Be the main point of contact for all enquiries relating to the Youth and Community Programme by engaging in consultations both face to face and over the phone, evaluation feedback forms as well as attendance of events and projects.
- To provide administration, relating to the projects/events as well as providing effective marketing to promote the services and associated events
- Develop and strengthen local Community and Youth forum to address the needs of the local community and increase its membership.

Operational

- To lead on the delivery of evidence-based personal and social development opportunities for young people.

- Engage directly with target young people to assess and address the needs which improve their personal and social development, education, and employment aspirations.
- Manage and monitor budgets and authorised expenditure with agreed limits and in accordance with MFF's financial policies and procedures
- Delivery of annual outputs and income generation targets for projects and programmes, ensuring that quarterly key indicators are monitored and met.
- Produce oral and written reports on engagement level, activity delivery, and the development of new programmes and projects
- Supporting community events by running stalls, stewarding, and meeting and greeting guests and volunteers.

Co-ordination and participation

- Facilitate opportunities and advocating on behalf of young people and the local community
- Work closely with team colleagues and partner organisations in the delivery of projects and programmes based either at Futures House or externally on behalf of MFF as outreach programme delivery, with a particular focus on Community and Youth Learning, development, and accreditation
- Recruit, co-ordinate, support and develop a network of volunteers who will help to deliver the vision and purpose of Community and Youth projects
- Build and maintain positive relationships with local partnership organisations, to ensure a co-ordinated approach to community and youth development
- Use social media to promote Community and Youth programme/events
- Undertake any training and professional development as and when required

Undertake any other reasonable duties, commensurate with the job role, as may be determined by the line manager.

Person Specification

This acts as the selection criteria and gives an outline of the types of person and the characteristics required to do the job.

Essential (E) :- without which candidate would be rejected

Desirable (D) :- useful for choosing between two good candidates

Please ensure, when completing your application form or providing a CV, you give clear examples with headings of how you meet the essential and desirable criteria

Essential/ Desirable	Criteria
	Skills, Abilities and Knowledge
E	Some experience of working with young people
E	Some knowledge of safeguarding
E	A good knowledge of IT software – Word, Excel, Power Point
E	Able to develop and maintain effective professional relationships and working arrangements with team, partners, and residents
E	Excellent communication & marketing skills
E	Good organisational skills
E	Ability to work on own initiative
E	Ability to manage time effectively
E	Good social media skills
D	Able to plan and monitor the effective and efficient use of resources
E	Some experience of working with diverse communities
E	Some experience organising and planning events
D	A good knowledge of the Marsh Farm area
	Personal Attributes
E	Confident and flexible as well as able to work in a team
E	Be responsible, honest, and reliable
	Other Requirements
E	Will subject to an Enhanced DBS check
E	Commitment to implementing Equal Opportunities and the ability to integrate these into service delivery
E	Understanding of confidentiality
E	Will need to be flexible as some weekend and evening working will be required