**Job Pack:** Community and Youth Officer

**Closing Date: 22/06/2025**

**Interview Dates: 27/06/2025**

**Contents**

* About Marsh Farm Futures
* The Application Processes
* Job Description
* Person Specification

**Marsh Farm Futures - (MFF)**

**Introduction**

Marsh Farm Futures (MFF) is an independent charity based in Marsh Farm, Luton, Bedfordshire. It is run and managed by a board of trustees made up of local residents and representatives of local organisations from within the local community.

Our vision is to improve the well-being and quality of life for those who live and work in Marsh Farm by working with partners to inspire and empower the community through sustainable opportunities.

We aim to achieve this vision through a number of strategic objectives. These include developing a program of support for young people, improving educational standards and fostering the development of a healthy and safe community.

In addition, Marsh Farm Futures wants to play its part in developing a vibrant local economy. The income generated from its activities is used to invest in further community activities in a way that meets the vision of the organisation as set out above.

**Futures House**

Futures House is a bespoke low operating cost building, with a gross internal area of 65,000 square feet. As a vibrant, sustainable, and innovatively designed community “hub”, Futures House provides enhanced local public services, including police, health and community care services, as well as providing quality office space, a cafe and an indoor play park.

Futures House includes a number of key anchor tenancies as follows:

* Bedfordshire Police – who operate a Community Policing Unit at ground floor level.
* Heywood House – who provide day care services for young adults with complex learning difficulties.

**The Application Process**

Please read the following guidelines carefully before completing your application.

**Submitting an Application**

Please submit an up-to-date Chronological **CV of no more than 4 pages** alongside a job-specific cover letter **of no more than 2 pages** via email to recruitment@marshfarmfutures.co.uk **stating the job title in the subject of the email.**

Your application will be treated in the strictest confidence.

**Ensure that you will be available to attend the interview date specified in the covering letter, as it is rarely possible to convene an interview panel on any other date.**

**References**

You will need to nominate two references who will be able to comment on your suitability for the post, one of these should include your current or most recent employer.

**Job Specification**

We strongly recommend that you thoroughly read the job description and person specification attached to this pack as it will highlight all the essential and desirable criteria set for this post. Through the shortlisting stage, the criterion will be used to decide which candidates are suitable for interview.

Ensure that you use your Chronological CV and cover letter to **adequately match your skills and experience against the criteria**. Demonstrate how you can meet each of the criteria identified on the person specification, relating your skills and experience to those required. These may include experience gained through employment, your personal interests or education.

Remember, the shortlisting panel will be looking at how you best match the essential and desirable criteria soif you do not tell us we will not know. We are unable to make assumptions about you or your abilities.

Should you have any queries relating to the job or person specification please contact us 01582 512555.

**Acknowledgement of your Application**

Due to the high levels of applications MFF receives, we may be unable to acknowledge receipt of your application

**The Closing Date**

You must ensure that your application reaches MFF by the closing date and time listed above as late applications are not normally accepted.

**Interview Selection**

Successful candidates selected for interview will be confirmed by email.

If you have not heard from us within 4 weeks after the post/s closing, it is unlikely that your application has been successful on this occasion. Please do not let this deter you from applying for any future vacancies at Marsh Farm Futures.

Unfortunately, we are unable to provide candidates with feedback from their application form if they have not been shortlisted.

**Selection Procedure**

A selection criterion for interviews is based on merit only and will include the following process:

* Chronological CV and Cover Letter
* Panel Interview

**Criminal Records Bureau (CRB) Disclosure Check**

Please note that some posts may require a CRB disclosure check. In these cases, candidates will be informed at the interview. Receipt of a satisfactory check would be a condition of appointment.

**Job Description:** Community and Youth Officer

**Salary:** £28,000 p.a.

**Main Purpose:** Develop local community and Youth initiatives and support the delivery of community events, workshops, and sessions to address the needs of the Marsh Farm community working with other partner organisations with similar objectives.

**Responsible to:** Chief Executivebut reporting to Chief Operations Officer

**Location:** Futures House, the Moakes, Marsh Farm, Luton

**Hours:** 35 Hours

**Summary of main responsibilities**

* Conduct needs assessments within the Marsh Farm community to identify specific challenges and requirements. Design and 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.
* Engage and work closely with team colleagues and partnership organisations including local schools, organisation and community stakeholders in 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 assessment, evaluation and 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. Seek cost effective solutions whilst maintaining the quality and impact of projects.
* Maintain and develop MFF’s evaluation systems to measure the effectiveness and impact of youth and community projects. Utilise the data to identify successful practices and areas of improvement, leading to continuous project development.
* To oversee the smooth booking process and delivery of the community halls for internal use and liaison with groups and stakeholders for hires (commercial and community); liaison with caretaker, administration officer, security officers and volunteers in the set up and take down of tables, chairs and any cosmetic repairs needed.
* Working with the CEO and COO and support the identification of funding opportunities, assisting in writing grant proposals and actively participate in fundraising efforts. Support the development of strong relationships with potential funders and partners to secure financial and in-kind support for projects.
* 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. Helping to nurture a positive environment that fosters personal growth and leadership skills.
* 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 providing your Chronological CV, you give clear examples with headings of how you meet the essential and desirable criteria**

|  |  |
| --- | --- |
| Essential/Desirable | Criteria |
|  | **Skills, Abilities and Knowledge** |
| E | Demonstrated experience and understanding of working with young people and local community stakeholders |
| E | Knowledge of safeguarding |
| E | A good knowledge of IT software – Word, Excel, PowerPoint |
| E | Able to develop and maintain effective professional relationships and working arrangements with the team, partners, and residents |
| E | Experience in grant writing |
| E | Passion for empowering young people and commitment to community development |
| E | Excellent communication & marketing skills to engage and communicate with a diverse audience and stakeholders |
| E | Strong organisational and project management abilities to oversee multiple initiatives simultaneously |
| 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 | Experience of working with diverse communities |
| E | Experience organising and planning events |
| D | A good knowledge of the Marsh Farm area |
|  | **Personal Attributes** |
| E | Confident and flexible to work independently as well as able to work in a team |
| E | Be responsible, honest, and reliable |
|  | **Other Requirements** |
| E | Will be 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 | Core hours are Monday to Friday 9 am to 5 pm, and the job requires flexibility to work in the evenings and on weekends. |