

Job Description

Youth Participation Officer

Job Title : Youth Participation Officer

MAIN LOCATION:	CHNI, Belfast
RESPONSIBLE TO:	Youth Services Coordinator
SALARY:	NJC Pt 29 £24,646 Pro rata, based on 35 hrs per week (£14, 788 p.a.)
HOURS:	21 hrs Hours per week
DURATION	2 years fixed term
LINE MANAGEMENT	
RESPONSIBILITIES :	N/A
BUDGET RESPONSIBILITIES:	Responsible for maintaining petty cash and day to day management of all programme budgets.

SUPERVISION & SUPPORT ARRANGEMENTS: Supervision provided by Youth Services Coordinator. Monthly formal supervision, yearly appraisal, day-to-day support and availability.

PROJECT The Youth Participation Officer will be responsible for the day to day coordination and delivery of the Youth Speak Participation project, which aims to;

- To ensure that the views of homeless and/or at risk children and young people, the issues that are important to them and/or their active involvement in policy and service development is encouraged.
- Support the development of young people who are homeless or at risk of homelessness, through equipping them with the skills and capacity to participate,
- Provide forums, events and group work activities where children and young people can share their views and experiences , by participating at a level that suits their needs,
- Facilitate the input of young people to represent themselves and their peers in appropriate forums,
- Provide opportunities for homeless young people to gain training and experience as *Volunteer Reps*,
- Deliver an outreach participation and training programme, which will support children and young people's contributions regionally and;

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- Support and encourage those engaged in Youth Speak activities to avail of appropriate personal development and training opportunities, aimed at formally recognising and accrediting their contributions and involvement.

JOB PURPOSE: To maintain, develop and support a range of opportunities and projects that encourage and support the active involvement of children and young people, affected by or at risk of homelessness, via CHNI's Youth Participation Project.

MAIN TASKS and KEY RESPONSIBILITIES

- To develop, co-ordinate and deliver user led individual and group work participation programmes with homeless and at risk children and young people.
- To support and encourage relevant policy makers and planners to meaningfully engage with children and young people, affected by homelessness through the provision of practical guidance and support, as appropriate.
- To design and deliver a promotional strategy for the Youth Speak project aimed at promoting the successful engagement of children and young people.
- To support children and young people's engagement and participation in service user involvement projects, through appropriate training, guidance and support.
- To ensure practical and personal support is provided to young people and that opportunities to recognise and accredit their contributions are utilised.
- To be responsible for the recruitment, training, supervision and support of a team of *Volunteer Reps*, engaged in the delivery of participation activities and tasks.
- Attendance and active participation at relevant fora and events, to promote the views and interests of children and young people affected by homelessness.
- To represent the views of CHNI and its young service users on relevant policy and planning groups, as identified, via sharing of information, resources and expertise.
- To identify and promote ways in which homeless children and young people may have more meaningful involvement in future policy and service planning.

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- To help support the work of relevant organisations and/or professionals in identifying and developing additional services or initiatives for children and young people affected by or at risk of homelessness.
- To contribute to both formal and informal evaluation and monitoring processes and ensure maintenance of accurate records relating to all organisational and funder requirements.
- To raise awareness of all relevant activities and achievements, via contributions to key publications, delivery of presentations etc as agreed by CHNI.
- To be responsible for the day-to-day administration of the project.

GENERAL RESPONSIBILITIES

- To Work as part of the Council for the Homeless (NI) staff team.
- To support the aims of the Council for the Homeless Youth Unit in raising awareness of youth homelessness and implementing strategies for early intervention and the prevention of homelessness.
- In conjunction with relevant CHNI staff to consolidate and increase the opportunities for homeless service user involvement both internally and externally.
- To actively participate in supervision, appraisal, work planning and training as required.
- To comply with and implement the policies and practices of the Council for the Homeless (NI).
- To attend and participate in staff meetings and other relevant meetings as appropriate.
- To maintain positive relationships with CHNI's membership, it's key stakeholders and the wider homelessness and related sectors.
- To contribute to the activities, promotion and development of CHNI as an agency working for and on behalf of those affected by homelessness and housing difficulty
- To undertake any other duties commensurate with the Participation Officers role.

November 2011