



Post:	Youth Empowerment Lead
Directorate:	Communities and Neighbourhoods (CaN)
Team:	Spotlight
Grade:	PO2
Responsible to:	Head of Strategic Engagement (Youth & Community)
Responsible for:	Youth Empowerment Coordinator x1 Agency Youth Workers, agency staff, volunteers, tutors, partners

Background

Spotlight is a leading youth destination providing outstanding opportunities for discovery, growth and inspiration. Spotlight isn't a youth club, or a youth centre - it's a multi-million-pound creative youth space designed to inspire. Shaped by young people, for young people. It offers free, state of the art sound, film, design, art and broadcasting facilities, alongside performance, dance, boxing, fashion, styling and chill areas.

In partnership with young people, Spotlight's services have evolved to provide excellent programmes, specialist support and the opportunity to build trusted relationships with youth professionals.

Poplar HARCA prides itself on its firm base within the local community and in particular, the opportunities that it provides for local people to develop their skills and grow personally and professionally. Poplar HARCA offers volunteering, work placements, mentoring and leadership opportunities across all directorates within the organisation.

Purpose of Job

The Youth Empowerment Lead is responsible for elevating the position of young people within Poplar HARCA and the community to be involved in the decision-making processes on matters, which affect their lives and futures.

The Youth Empowerment Lead will create, manage and deliver programmes such as the Youth Empowerment Board and Wellbeing Ambassadors to support young people to reach their full potential and create change in their communities.

The Lead will manage the programme of youth volunteering and youth leadership for the Spotlight service including the Youth Empowerment Board.

The Lead will oversee the recruitment of adult volunteers to support and enhance Spotlight's programme delivery.

Youth Empowerment

- Manage the Youth Empowerment Programme and Wellbeing Ambassadors programme. To help upscale the programmes to the highest of standard, contributing to Spotlight's mission of delivering high quality youth services across the borough.
- To bring young people's voices into the heart of decision making at Poplar HARCA ensuring the group fulfils the necessary governance requirements.
- Increase volunteering amongst young people by encouraging ownership, trust and a culture of 'helping out'.
- Develop and implement a volunteering strategy to increase young people's involvement in Spotlight's delivery.
- To work with others in the Spotlight team and Poplar HARCA to ensure the empowerment programme compliments and supports the rest of the programme.
- To consult with young people regularly and feed consultations into programme planning.
- To ensure that empowerment programmes champion young people's voices, supports young people to create change and builds youth leadership.
- Build in evaluation processes to measure the impact of programmes at planning stages and throughout session delivery.
- To recruit young people for the programme, through outreach in the community and schools.

- To produce reports (quarterly and special requests) which demonstrate the impact of programmes and present these internally and externally.
- To lead the RSPH: Young Health Champions. Leading on the delivery ensuring Spotlights status as a registered accreditor stays true and reflects the work being delivered across Spotlight.

Youth voice & Inclusion

- To work with the Spotlight team to ensure the service is inclusive to all young people by creating schemes to elevate their voices.
- To develop programmes through consultation with under-represented groups to increase participation and meet their needs.
- Develop programmes to help young people create social change to improve health & wellbeing outcomes.
- Work with young people to create programmes that highlight key issues on a regional and national level (e.g. sustainability, climate change).
- Create safe and welcoming environments where young people feel comfortable to try new things, take the lead, and develop their ability to make decisions.
- Oversee young people taking up work experience and placements and creating opportunities for vocational learning.
- To adapt delivery to meet the needs of young people with different learning styles, or those with SEND.
- To identify additional support required by individual young people to overcome barriers which may impact their progression; signpost and refer them to relevant support services.
- To raise safeguarding concerns with the DSO and ensure the safeguarding procedure is followed during sessions.

Partnerships

- To develop partnerships with key stakeholders to create opportunities for young people to be involved in decision making (e.g. health services, police, social care, CVS organisations).
- Seek external funding to extend the Empowerment programmes and help reach long-term sustainability.

Adult Volunteering

- Work proactively under own initiative to plan and implement a programme of volunteering.
- To work with the Spotlight team to identify where volunteering could support the service and write roles based on this
- To report on volunteering including volunteer hours, case studies and accounting for worth for the management team and the Poplar HARCA services committee.
- To ensure new volunteers receive appropriate induction and supervision coordinating training sessions.
- Advertise and recruit for volunteers through a wide range of channels and develop innovative ways to promote volunteering.
- To oversee the recruitment of adult volunteers, coordinating interviews, processing DBS applications and referencing.
- To allocate the supervision of adult volunteers across Spotlight's delivery team regular to ensure volunteers are getting what they need from volunteering at Spotlight.
- To act as a central point of information for the Spotlight youth work team to support them to deliver a programme of youth volunteering.

General

- Be available to work evenings, weekends and public holidays, as required to deliver the duties and responsibilities of the job. To work closely with the Leads and colleagues within Spotlight to ensure frontline delivery is prioritised and managed accordingly.
- To be an integral part of the youth work team at Spotlight, taking part in relevant meetings that feed into the youth offer.
- To participate in the organisation's staff and volunteer development process and undertake training as agreed
- Perform other duties as may be reasonably required by your line manager.
- Conduct yourself in line with Poplar HARCA's policies, procedures, rules and standards.
- Due to the nature of this post, employment in this role is dependent on an Enhanced Disclosure and Barring Service (DBS) check. In addition, you will also be checked against the Children's Barred List.

Person Specification

Post: Youth Empowerment Lead

Grade: PO2

Team: Spotlight Youth Centre

Directorate: Communities and Neighbourhoods

All criteria are essential unless stated otherwise.

Requirements	Criteria
1. Education/ Qualifications/ Training	<ul style="list-style-type: none"> a. Qualified trainer (desirable) b. In possession of a nationally or local recognised Youth Work qualification (desirable)
2. Skills	<ul style="list-style-type: none"> a. The ability to work unaided, with limited supervision and as part of a team, a highly organised, motivated individual able to self-manage administration of projects. b. Ability to develop good working relationships with colleagues, volunteers and external partners and confident in providing advice and guidance to others around policy, procedure and good practice. c. Displays an enthusiastic, flexible and positive approach to work, shows drive and determination to excel for volunteers and committed to achieving high standards. d. A high level of ICT literacy, including the ability to use monitoring systems, web and mobile technology. e. Excellent oral and written communication skills, tailors communication content and style to suit the audience, including the ability to collate information and write reports f. Is open to new possibilities and contributes to the development of new ideas g. Ability to develop positive relationships with young people
3. Experience	<ul style="list-style-type: none"> a. Experience of developing and delivering a successful volunteer programme, including recruiting and managing, sourcing development opportunities and developing and delivering training programmes for volunteers b. Experience of providing young people with opportunities to take up leadership opportunities within a youth setting c. Experience of managing events d. Experience of setting up youth committees where young people are at the heart of organisational decision making e. Experience of managing volunteers as individuals and also as part of a wider team f. Experience of supervising youth work professionals to support young people in volunteering opportunities g. Experience of providing individual support to young people to move into education, employment or training.
4. Knowledge	<ul style="list-style-type: none"> a. Knowledge of the challenges of working in communities which face high level multiple-deprivation b. Knowledge of current best practise in youth volunteering c. Knowledge of specialist support available to young people to gain employment.
5. Key Competencies	<ul style="list-style-type: none"> a. Putting others first b. Achieving Results c. Open to change d. Informed and informing e. Personal Progress f. Partnership Working

	g. Problem Solving
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