

JOB DESCRIPTION

Job title	Youth Development Officer
Contract	Fixed Term Contract (3 Years) Part Time with work mainly within term time
Reports to	Chief Executive Officer

The post-holder will be employed by The Commandery of the Bailiwick of Jersey. The first line manager for this role is the Chief Executive Officer (CEO) though the post holder will also liaise closely with the Commander.

PURPOSE OF THE ROLE

The role has two separate purposes, firstly it is to ensure that the SJA England (SJA E) Youth Programme is delivered effectively, appropriately and within a safe and welcoming environment in the youth groups of the Commandery, and to grow the number of youth leaders and young people joining the organisation, in line with SJA E policies and initiatives.

The second role is to be responsible for developing and maintaining an active and positive relationship with as many schools, youth and community groups in the island as possible and to ensure delivery of high-quality first aid training using the St John Ambulance Schools package and the St John Ambulance Community First Aid suite of courses.

PRINCIPLE ACCOUNTABILITIES

1. Provide support, guidance and direction to youth leaders regarding the SJA E youth programme (Badgers & Cadets).
2. Establish a positive working relationship with Unit Managers by visiting groups as appropriate.
3. Identify areas for development of each youth unit in conjunction with the Unit Manager and Youth Leaders to create a suitable action plan.
4. Ensure adherence to SJA E and any local policies, promptly reporting any concerns to the CEO and taking immediate action if necessary.
5. Be an advocate for youth participation throughout the charity and support the SJA E Youth Assembly as appropriate
6. Attend off island youth events with youth members for example National cadet of the Year, Youth Forums.
7. Arrange, coordinate and lead additional training for cadets and youth leaders, for example cadet leader courses and youth leader training.

8. Arrange youth events on island such as the selection of the Badger & Cadet of the Year, Cadet Leadership Training, attendance at the annual service etc.
9. If necessary, provide resilience to youth leaders by leading unit meetings if no other cover is available.
10. Liaise with the Recruitment and Retention Officer in respect of the recruitment and retention of youth leaders and adult helpers.
11. Ensure relevant training and DBS checks are provided to youth leaders & helpers and ensure CPD is completed.
12. Co-ordinate and arrange youth leader meetings – one per term and ensure minutes taken and distributed to all youth leaders.
13. Manage the youth waiting list and allocation of young people to the different badger and cadet units.
14. Process certificate claims from units, ensuring Super Badger and Grand Prior awards are claimed in a timely manner.
15. Co-ordinate the organisation of Commandery wide badger and cadet competitions.
16. Actively promote the SJA E schools' package to all schools on the island. Attend school assemblies to present certificates and promote SJA Jersey. Work closely with the 'Prison, me, no way' team, leading sessions in the primary schools as part of this initiative.
17. Liaise with the SJA Training Manager to coordinate the attendance of trainers to deliver school training sessions where necessary.
18. Support teachers wishing to train first aid in schools, leading, delivering or assessing the delivery of the programmes as appropriate.
19. Actively promote and assist in the delivery of the SJA Community First Aid Programme (CFA) to community groups using SJA resources, which may involve leading, delivering or assessing the delivery of the programmes as appropriate. Attend community safety events to present certificates and promote SJA Jersey.
20. Work closely with the Safety in Action team and take an active part in the Safety in Action week.
21. Co-ordinate, and lead the annual skills update workshop for all teachers involved in delivering first aid in the school environment.

22. Promote first aid training in schools, especially schools which are not already a part of the school's programmes. Meeting with Head teachers or an appointed staff in the school to discuss the benefits of young people gaining knowledge in first aid and encourage the learning of first aid to be added to the national curriculum.
23. Plan, lead and co-ordinate the SJA Jersey schools first aid competitions, and publicise competition outcomes.
24. To maintain a log of all equipment issued to schools, undertaking annual inspections to ensure the equipment is serviceable and fit for purpose, reporting any issues to the CEO.
25. Keep abreast of changes in policy and procedures, and good practice in the subject area.
26. To promote membership of SJA Jersey within schools and the community.
27. Carry out any other duties, as deemed necessary, within the scope of this role, as requested by the CEO.

QUALIFICATIONS, EXPERIENCE & SKILLS

E = essential **D** = desirable

Qualifications

BTEC Essential Skills in Youth Work	E
BTEC Leadership Skills in Youth Work	D
City & Guilds level 3 Award in Education & Training	E

Experience

Previous leadership experience	E
Experience in delivering the St John Ambulance Youth Programme	D
Experience of working with younger people	E

Skill, knowledge, ability and behaviour

Able to communicate effectively with volunteers at all levels of the organisation	E
Ability to work effectively within a team	E
IT and literacy skills, including the use of modern technology and social media	E
Positive and proactive approach	E
Energy and enthusiasm and commitment to St John Ambulance	E

Full driving licence	E
Able to devote time to the organisation where appropriate during evenings & weekends	E
Patient and helpful manner	E
Willingness to undertake further training and CPD	E
Organised with a willingness to undertake some administrative duties	E

Person specification

The post-holder must:

- show commitment to the organisation
- have a mature, non-judgemental approach
- have an ability to build close working relationships with training staff and the office team
- be a team-player, but able to work on their own as necessary
- be flexible in their approach to working rotas and requests for leading additional training sessions
- have an ability to multi-task.

SCOPE FOR IMPACT

The post-holder is required to understand the aims and objectives of St John Ambulance Jersey.

There is a level of decision making attached to this role, in particular to the level of involvement in the classroom, i.e. supporting or leading training. Also regarding whether new schools can be absorbed into the programme and what equipment will be provided.

JOB CONTEXT

The post-holder is responsible for the standard of delivery of training both within the schools and the community groups, and works closely with other groups i.e. Safety in Action team and Prison, me, no way team.

There is a budget responsibility linked to this role and a requirement to prepare an annual costed report of what has been achieved.

ADDITIONAL INFORMATION

The post-holder will be a resident in the Island of Jersey. The post-holder will be required to undergo a DBS check, as well as sign the St John Ambulance confidentiality policy.

The working hours are not limited to office hours as evening and some weekend work will be required. The post-holder will be provided with corporate clothing to wear when on duty.

Whilst the delivery of training will be mainly to young people, community courses and workshops for teachers will require the ability to train adults.

Due to the nature of the role, some lifting and carrying of equipment (some moderately heavy), will be required.

The post-holder must safeguard the good name and values of the organisation and be committed to the smooth running of St John Ambulance Jersey's role on the Island by ensuring good practice is used.

This job description does not limit the duties of the post-holder and St John Ambulance may require him/her to undertake other duties within their capacity, from time to time.

The post is offered part time with work mainly during term time.
Remuneration is negotiable depending upon experience.