

Youth Coordinator

DIRECTORATE:	Operations
SECTION:	Northern Ireland
REPORTING TO:	Volunteer Development Manager
CONTRACT:	Permanent



WORKING RELATIONSHIPS:

Inside Diabetes UK
Staff in the Diabetes UK Northern Ireland office; staff from wider organisation including the Partnerships Manager, Type 1 Leads, Scotland Youth Coordinator, staff from Marcoms and other relevant staff from within Diabetes UK; Members of our Voluntary Groups.
Outside Diabetes UK
Health Care Professionals working with young people living with Type 1; Volunteers; Partner Organisations; Evaluation Contractor; Supporters; Voluntary Organisations; Youth Work organisations; people living with diabetes, and their carers and families.

OVERALL PURPOSE OF THE JOB

Diabetes UK Northern Ireland has secured funding from the Big Lottery Empowering Young People Fund to develop and deliver the 'Our Lives, Our Voices' partnership with young people living with Type 1 diabetes. The 4-year project will provide young people with Type 1 diabetes with the opportunity to develop and deliver youth-led solutions to current gaps in peer support, information and services.

The key deliverables for the Youth Coordinator will be to:

- Lead the development and delivery of the Our Lives, Our Voices project.
- Recruit, train and provide ongoing support to 20-25 volunteer Youth Leaders.
- Increase the confidence and capacity of young people to develop their skills in communication, group work, project planning and design of their own project and solutions.
- Manage project activities and deliver the project to time and on budget.
- Develop and maintain strong relationships with the Partnerships Manager, two delivery partner organisations and our evaluation contractor.

MAIN DUTIES AND RESPONSIBILITIES:

Project Delivery:

- To lead the delivery and coordination of the Diabetes UK Northern Ireland Our Lives, Our Voices project, including supporting the development and refinement of the project plan and identifying, monitoring and managing the risks of the project.
- To recruit volunteers and to organise and deliver residential training and other training as required for young people. This will involve co-ordinating the logistics of these events and upskilling young people in key areas related to the project such as project planning, peer support and evaluation.
- To be a point of first contact for young volunteers and provide ongoing support.
- To develop and undertake regular consultations with young people to ensure the project and other opportunities are responsive to their needs.
- To attend conferences and networking events, and deliver presentations on the project where required
- To ensure all activities are delivered to a high standard following relevant Safeguarding policies, GDPR requirements and adhere to all Diabetes UK policies and procedures.

Project Management, Evaluation and Learning:

- To maintain accurate records of all project activities, including volunteer hours and training.
- Capturing and record quantitative and qualitative information as determined by our evaluation contractor.
- To support the Partnerships Manager to supply the funder with progress and financial reports. This will involve the active participation, organisation and minute taking at regular Grant Management Meetings.
- To maintain thorough records of expenditure to support the management of the project budget.
- To support and implement the communication strategy for the project including social media networks, writing articles for online and web use, and utilising other opportunities for promoting the project.
- To store confidential information in a responsible manner in accordance with GDPR and safeguarding policies.

PERSON SPECIFICATION:

The best person for this job will be able to:

- Identify problems and implement solutions.
- Manage competing priorities in order to meet deadlines and outcomes.
- Facilitate groups using strong group facilitation skills.
- Communicate effectively with young people, volunteers and stakeholders both face to face and through social media.
- Apply Safeguarding policies in both face to face and on-line work and how to ensure full compliance with GDPR requirements.
- Use all Microsoft Office suite of applications confidently.

The best person for this job will have experience in:

- Managing projects for at least 2 years experience.
- Working with volunteers, in a paid or voluntary capacity.
- Working on own initiative to achieve objectives.
- Managing a budget.
- Engaging with young people (13-25 years) in an informal setting for at least 3 years experience.
- Working with sensitive and confidential personal information.
- Partnership working with a range of partner agencies and stakeholders.
- Collecting qualitative and quantitative information for producing reports.

The best person for this job will be:

- Educated to degree level or equivalent.
- Able to travel throughout Northern Ireland, and to London on occasion.
- Able to work evenings and weekends and undertake overnight stays.
- Able to demonstrate that they have access to a means of transport that will facilitate them to deliver the role.
- Someone who may:
 - have a youth work qualification.
 - have experience of co-production and co-design of projects.
 - have experience of undertaking data protection impact assessments.
 - understand and have empathy for the reality of living with Type 1 diabetes or another long-term health condition.
 - have knowledge and awareness of barriers affecting young people's participation in activities.