

Harlow Council Job Description

Job Title: Youth Council Co-ordinator **Post Number:** CM0013

Grade: 8 **Date:** July 2019

Service: Community Wellbeing

Location: Various

Responsible to: Youth and Citizenship Manager

Job Purpose:

To work with young people aged 13 - 19 years on the Harlow Youth Council (HYC) project. You will be working closely with 24 youth councillors, assisting to co-ordinate their weekly tasks and activities. You will be required to help organise the annual Hustings Day and youth council elections in schools and youth organisations throughout Harlow. The job will also involve monthly full council meetings, weekly sub group meetings and working in partnership with other youth groups. You will also be required to source appropriate training for the young people. Most importantly face to face work with young people will be essential.

- 1.0 To provide guidance to Youth Councillor's to enable them to make and implement effective decisions to further their personal development.
- 2.0 To undertake training assessments with Youth Councillor's, advise, support and offer relevant training.
- 3.0 Support and guide the Harlow Youth Council to consult and research the needs of young people in Harlow, and to take actions into implementing change based on their research.
- 4.0 To assist on delivering Hustings Day followed by the Harlow Youth Council elections, working closely with schools and youth agencies in Harlow.
- 5.0 To assist facilitation of monthly full HYC meetings and weekly sub group meetings with HYC members. This will also involve co-ordinating visitors to meetings including full Harlow council members.
- 6.0 Other duties appropriate to the role.
- 7.0 Statement of Health and Safety

Breakdown of tasks:

- 1.0 **To provide guidance to Youth Councillor's to enable them to make and implement effective decisions to further their personal development.**
 - 1.1 To enable young people to actively participate in the development of youth provision and policy in Harlow.
 - 1.2 To assist in enabling young people to gain the skills and knowledge needed to develop as individual citizens and be part of the wider community.
 - 1.3 Keep up to date with information on relevant youth issues and strategies to deal with the issues facing young people.

2.0 To undertake training assessments with Youth Councillor's advise, support and offer relevant training.

- 2.1 Work in partnership with other agencies to offer relevant training to youth councillors.
- 2.2 Keep up to date records regarding agreed action plans and review progress.
- 2.3 Assist with the accreditation of training outcomes.

3.0 Support and guide the Harlow Youth Council to consult and research the needs of young people in Harlow, and to take actions into implementing change based on their research.

- 3.1 Work with youth councillors to undertake detailed research based on young people in Harlow.
- 3.2 Support youth councillors to ensure that this research is acted upon and presented to appropriate bodies.

4.0 To assist on delivering Hustings Day followed by the Harlow Youth Council elections, working closely with schools and youth agencies in Harlow.

- 4.1 Approach schools and youth agencies in Harlow to promote the Youth Council elections.
- 4.2 Work with the youth councillors to plan the annual Hustings day event.
- 4.3 Have involvement during election week to promote local democracy within the town. Work with other Council departments to ensure opportunities for publicity and press releases are maximised. Assist in the co-ordination of the election day and ensure adequate staff and volunteers are available.

5.0 To assist facilitation of monthly full HYC meetings and weekly sub group meetings with HYC members. This will also involve co-ordinating visitors to meetings including full Harlow council members.

- 5.1 Coordinate and prepare meetings.
- 5.2 Support and guide youth councillors through the meetings.
- 5.3 Work in partnership with other youth organisations to attend meetings and move forward actions.

6.0 Other duties appropriate to the role.

- 6.1** Be familiar with and adhere to all Harlow Council's Child Protection policies and procedures and GDPR
- 6.2** To assist in fundraising for projects as and when required. Provide IT support and ensure that young people adhere to the IT Code of Conduct.
- 6.3** To assist in residential activities as and when required.
- 6.4** Ensure Youth Councillors adhere to the HYC code of conduct.
- 6.5** Work within a given budget to ensure that the project runs smoothly.
- 6.6** To undertake other duties commensurate with the grade, skills, knowledge and experience of the post holder.
- 6.7** All employees are expected to show a commitment to safeguarding children, young people and adults with care and support needs.
- 6.8** All employees are expected to have regard and operate within the Council's commitment to equality and diversity and customer care.
- 6.9** All employees are expected to adhere to requirements of GDPR (General Data Protection Regulations) and The Data Protection Act (2018) and comply with measures to protect the confidentiality of information in accordance with Council policies and procedures.
- 6.10** All employees are expected to familiarise themselves with and adhere to all relevant Council Policies and Procedures.

7.0 Statement of Health and Safety

- 7.1** Harlow Council is committed to the provision of high quality health and safety standards. In order to achieve this all staff employed by the Council have the following specific responsibilities, which are consistent with the requirements of the Health & Safety at Work etc. Act 1974:
- 7.2**
 - To take reasonable care for the health and safety of yourself and of other persons who may be affected by what you do or fail to do.
 - To co-operate with Harlow Council in order to enable statutory requirements to be implemented.
 - Not to intentionally interfere with or misuse anything provided in the interests of health and safety.