



The Benjamin Foundation

Community Lead - Job description

Job title:	Community Lead
Employer:	The Benjamin Foundation
Location:	West Norfolk and Breckland. Base - Home or Office
Contract:	Fixed term until 31/03/2025 in the first instance.
Salary:	£15.04
Hours of work:	18 hours per week £14,077 p.a. To include some evenings, Saturdays and school holiday working.
Department:	Children and Young Person's Services
Reporting to:	Operations Manager for Youth Work Services

Job purpose

We are thrilled to be looking for a Community Lead for this new exciting project 'Routes to Community Success'.

The successful candidate will be required to work with local partners to coordinate community engagement and participation, to inform the design and development of the future youth service provision within the West Norfolk and Breckland area.

- To recruit and support 15 Youth Ambassadors who will engage and involve young people.
- Support youth service providers to access training and development.
- Work with youth services and young people service providers to review current services to identify gaps and create a collaborative plan to develop provision to fill the identified gaps.
- Provide the coordination and leadership between local youth service and young people service providers.

Main duties

Managing People, Resources and Finance

- To coordinate Steering Group (made up of partners) meetings and communications.
- To work alongside the Steering Group to recruit 15 Young Ambassadors from across West Norfolk and Breckland.
- To coordinate the management, training, and supervision of the Young Ambassadors
- To work with the Young Ambassadors to identify existing youth work provision across West Norfolk and Breckland and develop a plan to consult with young people and youth workers about existing provision and identify gaps.
- Support the Young Ambassadors to attend sessions with young people across the West Norfolk and Breckland and deliver the planned consultation sessions.
- To support the Young Ambassadors to meet with Strategic Leads and Elected Members and capture their views on existing provision and gaps in youth work across West Norfolk and



The **Benjamin** Foundation

Breckland.

- To work with the NYA and the Steering Group to produce a Strategic Plan for the further development of youth provision in West Norfolk and Breckland.
- To work closely with the Steering Group to map voluntary sector and statutory service youth work providers who work with young people (11 – 25 years)
- To work closely with the Steering Group to establish a Strategic Partnership Board as the forum for cross-sector collaboration on matters of relevance and importance to young people in West Norfolk and Breckland.
- To work closely with the Steering Group to investigate and make proposals for the longer-term development of the West Norfolk and Breckland partnership to detail future governance structure; operational structure; priorities and core activity; potential funding opportunities & sustainability.

Service Delivery

- Work with NYA to promote Youth Work and related training opportunities and investigate the training needs of the workforce supporting children and young people, and how these might be met.
- Develop a 'brand' identity and related communication & promotional assets for West Norfolk and Breckland partnership.
- To ensure that the voice of young people is inherent in the everyday and strategic development of the services.
- To maintain working knowledge of local, national and regional policies relation to children and young people.
- To provide evidence against agreed outcomes as required.
- Work within confidentiality and professional boundaries at all times.
- Offer leadership with safeguarding concerns and follow policies to ensure safe practice is maintained.
- To ensure the Nurtured Heart Approach® is fully embedded within the team and their practice.

Internal Processes and Systems

- Ensuring all policies, regulations and standards of operation are complied with
- To ensure high standards of health and safety are maintained and appropriate risk assessments are undertaken and kept up to date.
- Support the promotion, publicity and raising the profile of the service.
- To monitor and record data required by the wider Foundation, by funding and regulatory bodies and according to GDPR protocols
- To record cash transactions and complete other simple financial transactions as required.

General

- To attend and report to relevant meetings both within and beyond The Benjamin Foundation
- To maintain key relationships to high standards at all times



The Benjamin Foundation

- To embed the culture and ethos of The Benjamin Foundation
- To undertake such other duties as may be delegated or assigned commensurate with the level of grading and role of the post

The Benjamin Foundation fully embeds the Nurtured Heart Approach in all that it does and staff will adopt this approach as part of their practice.

The Benjamin Foundation reserves the right to alter the content of this job description following consultation, to reflect changes to the job or services provided without altering the general character or level of responsibility.

This role requires the postholder to have a car available for work which is suitably insured. The postholder will receive an essential car users allowance.

This post is subject to a full and satisfactory DBS disclosure.

Name of Job Holder:

Signed Job Holder:

Date:

Name of Line Manager:

Signed Line Manager:

Date:

Community Lead – Person Specification

Criteria	Details	Essential	Desirable	Assessed
Qualifications	<ul style="list-style-type: none"> • Holds a JNC recognised Level 6 qualification in Youth Work. Candidates with a Level 3 qualification and significant relevant experience of youth work may be considered. 	•		Certificate Application Form
	<ul style="list-style-type: none"> • Level 3 qualification in Safeguarding Children and Young People or work willing to work towards the qualification. 	•		Interview Application Form
Experience	Demonstrable experience of	•		Application Form Interview



The **Benjamin** Foundation

	working with children and/or young people.			
	Demonstrable experience of engaging young people in participation work	•		Application Form Interview
	Demonstrable experience of working in / with the VCSE sector and an understanding of the challenges faced by organisations in the sector.	•		Application Form Interview
	Demonstrable experience of bringing people together to work collaboratively, and an understanding of how collaboration supports positive change.	•		
	Experience of managing a team, including provision of supervision	•		
	Project management and/or organisational development experience.	•		
Knowledge & Skills	Project management and/or organisational development experience.	•		Application Form Interview
	Skilled in providing different, exciting, and inclusive approaches to consultation methods with young people.	•		Application Form Interview
	Excellent communication & interpersonal skills - able to listen effectively; convey complicated & complex messages in simple & accessible ways; demonstrate emotional literacy & intelligence; and build positive relationships with people from a diverse	•		Application Form



The **Benjamin** Foundation

	range of backgrounds & organisations, and at all levels.			
	<p>Ability to facilitate and co-ordinate meetings and events for a range of purposes.</p> <p>Ability to engage with beneficiaries, colleagues, partners, and stakeholders across a spectrum of situations and positively influence to bring about agreed collaborative outcomes.</p>	•		Interview
	Demonstrable knowledge and understanding of equality, diversity & inclusion and how to embed these principles in every aspect of your work.	•		Interviews References
	Local knowledge and an understanding of the issues affecting young people in West Norfolk and Breckland.	•		
	Knowledge & understanding of Children's Rights and how those should be upheld and incorporated into the work of the Development Coordinator and the West Norfolk and Breckland partnership.	•		Application Form Interview
	Knowledge of the strategic direction for youth work nationally.	•		
	Excellent literacy & numeracy skills.	•		
	Excellent administrative	•		



The **Benjamin** Foundation

	skills.			
	Familiar with relevant operational policies & procedures including Safeguarding; Health & Safety; Data Protection; etc.		•	
	Familiar with Microsoft applications, including Teams, Word, Excel	•		
	Ability to use social media platforms as appropriate.	•		
Personal Qualities	A determination to provide a high quality service	•		Interview
<i>Confident</i>	Ability to reflect on practice & learning to review and adjust to achieve desired outcomes.	•		Interview
<i>Competent</i>	Ability to deal with complex issues	•		Application Form Interview
	Integrity, honesty, fairness and a commitment to the service	•		Interview
	Being able to confidently make decisions regarding day to day matters and to be responsible for these decisions	•		Application Form Interview
<i>Collaborative</i>	The ability to relate well to young people, colleagues and partner organisations	•		Interview Reference
	Hard working, flexible and able to demonstrate adaptability or willingness to learn.	•		Interview
<i>Nurturing</i>	The ability to work to ensure the safety of staff, volunteers and service users	•		Application Interview
	An ability to communicate clearly and effectively via email, telephone and face to face, sometimes dealing with	•		Interview



The **Benjamin** Foundation

	complex issues.			
<i>Independent</i>	Ability to work autonomously & independently without close supervision.	•		Interview
<i>Progressive</i>	A willingness to undertake training appropriate to the post To include: Safeguarding Nurtured Heart Approach First Aid Equality and Diversity Professional Boundaries GDPR Health and Safety	•		Interview
Additional	The willingness to contribute to the wider Benjamin Foundation success story	•		Interview
	Flexible & willing to work occasional evenings & weekends to attend events / meetings as required.	•		
	Full driver's licence and access to own vehicle	•		Application form