

Job Description

Job Title	Partnership Officer
Salary	£22,000-£24,000 per annum
Responsible to	Programme Manager
Hours of work	37.5 hours per week
Type of contract	Fixed term for 1 year
Located at	The Point. South Parade. Doncaster. DN12DR

About us

EXPECT Youth is a newly formed independent charity which improves the lives of young people in Doncaster. The charity was established collectively between Doncaster Council and partner organisations involved in the delivery of youth services. We act as a capacity building and innovation body for people and organisations to create positive activities and personal development opportunities for young people. We intend to develop our services to add value and support to voluntary and community groups and the existing council provision.

Job Overview

The Partnership Officer will support the work of Doncaster Council and EXPECT Youth in the co-ordination and development of a vibrant and sustainable partnerships between stakeholders. They will ensure there is coherent strategic direction and fit between the EXPECT Youth Business Development Plan and the delivery of positive activities to young people in localities across Doncaster.

Responsibilities and Duties

- Build community capacity of the Voluntary and Community sector to deliver a universal youth offer that is comprehensive, diverse and equitable across the Borough by; organising training, supporting the achievement of a quality mark, promoting and supporting with funding opportunities and supporting in the set-up of new youth clubs, activities and programmes in line with the Youth Strategy
- Oversee the development of locality plans which support the delivery of a youth offer, based on both local data and intelligence.
- Lead on organisation and preparation for EXPECT Youth Board meetings, including analysis and preparation of information, advice and data.
- Cultivate and maintain strong working relationships with key stakeholders.
- Implement initiatives from financial and non-financial sources to support the sustainability of Doncaster's youth offer.
- Embed a local shared resource library that organisations are able to utilise to enhance initiatives.
- Design, develop and implement a robust CPD programme for VCS organisations and volunteers.
- Lead on the recruitment and management of volunteers ensuring that the correct processes are followed and that they benefit from the experience.
- Identify appropriate volunteering opportunities within Doncaster for people to work with children and young people.
- Work with local businesses to secure additional sources of income through their corporate social responsibility packages

- Input and analyse data accurately and timely onto a management information system.
- Work with local voluntary and community groups to support them in achieving a quality mark.
- To inform and contribute to a digital and social media marketing and communications engagement strategy to raise awareness of EXPECT Youth opportunities.
- Contribute to the growth and development of the organisation by gaining a working knowledge, appropriate to your role, of EXPECT Youths portfolio of services and proactively marketing the organisation and services to commissioners and funders.
- Be able to evidence EXPECT Youths values at all times, which underpin EXPECT Youths mission of 'Our mission is to work together to make sustainable improvements to the aspiration, achievement and life skills of young people across Doncaster by making a positive impact upon their lives.'
- To actively support the wider objectives and priorities of EXPECT Youth.
- Comply with EXPECT Youths policies and procedures
- Flexibility to work out-of-hours, including occasional evening and weekend work from time to time to support EXPECT Youth programme activities.
- The successful candidate will be required to complete any other duties as directed by the Programme Manager in the interest of achieving organisational outcomes.

Qualifications

Level 3 (or equivalent) in English, maths and ICT	Essential
Level 3 (or equivalent) in Youth Work	Desirable

Skills, knowledge and experience

Previous partnership role within statutory services, community development work or work within VCF infrastructure support	Desirable
Knowledge of business governance including financial and procurement regulations, safeguarding processes and charity regulations	Desirable
Highly skilled in working with strategic and delivery partners	Essential
Resilient, resourceful and flexible, with an ability to innovate, be creative with a can-do attitude.	Essential
Strong oral and written communication skills with internal and external audiences including formal and informal reports and presentations	Essential
Experience of working with volunteers to deliver a programme of work	Desirable
Good understanding of best practice within the sector	Desirable
Experience of using management information systems to input and analyse data	Desirable
Experience and/or knowledge of utilising social media in a business environment	Desirable
Proficiency in Microsoft Word and Excel, with good written and verbal communication skills, presenting coherent information which is accessible for multiple audiences	Essential



Other

Flexibility to work evenings and the occasional weekend to support EXPECT Youth programme activities	Essential
Complete any other duties as directed by their line manager in the interest of achieving organisational outcomes	Essential
A commitment and capacity to travel across the Borough.	Essential
Confident in public speaking & the ability to engage a wide variety of stakeholders	Essential

Please email your CV and a cover letter to Katie Hodgson (Programme Manager) via email at kirsty.cavanagh@clubdoncaster.co.uk

Successful applicants may be required to undertake further checks in relation to their identity and criminal disclosures which will include appropriate checking through DBS.

Expect Youth is an equal opportunities employer and is keen to hear from all persons who feel that this would be the right role for them regardless of age or gender.

Closing date for applications: 5pm Friday 3rd May 2019 (applications received after this date/time will not be considered)

Interviews for this post will be held in: Week beginning 13th May 2019

The actual date for the interview will be confirmed to those who are short listed for the post.