

## Job Description

Job Title:	Part Time Youth Development Officer
Employed by :	Challenge Wales   Wales' Tall Ship
Accountable to:	The Board of Trustees
Line Managed by:	Business Development Manager
Essential Checks:	Enhanced Disclosure and Barring Service (DBS) check together with references
Working Hours:	20 hours a week ideally over 4 days (but could be flexible).
Salary:	£13,000
Term:	This is initially a 3 year contract funded by the Big Lottery Fund.
Start Date:	ASAP – August 2016
How to apply:	Send a CV with covering letter highlighting why you think you are suitable for the role. CVs should be emailed to: <a href="mailto:Vicky@challengewales.org">Vicky@challengewales.org</a> or sent to: Vicky Williams, Challenge Wales, 20 Glebe Street, Penarth, Vale of Glamorgan, CF64 1EE by 8 <sup>th</sup> August 2016.

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### Purpose of Job:

To help Challenge Wales develop and deliver high quality accredited young person's sail training programme in line with ASDAN and Agored Cymru, monitoring feedback and ensuring young people aged 12 – 18 and 20 - 25 get the best educational experience from Challenge Wales.

To develop relationships with a variety of youth organisations throughout Wales.

The post holder will also be expected to operate at all times with due regard to Challenge Wales' policies on equality and diversity as well as health and safety. The role is office based although some activity may take place onboard Challenge Wales Sail Training Vessel.

**Main Duties:**

- In conjunction with the Skipper and Accreditation Centre to develop and structure Challenge Wales' voyages so that they enable accredited learning outcomes
- To identify and develop activities for different age range groups on Challenge Wales with measurable outcomes
- To maximise learning opportunities on board the vessel
- To Identify and develop learning materials/resources required to support the delivery of accredited outcomes and working to develop these, ensuring they meet current standards
- To advise volunteers on how Accredited activity will be delivered and help them understand the benefits of accrediting sail training voyages
- To develop partnerships and working practices so that referring bodies (eg youth offending services, schools etc) are fully supported in pre-voyage and post-voyage so that learning outcomes are maximised.
- To support the young people and their referring agent pre-voyage, during the voyage, and post-voyage, with completing tasks necessary to secure accredited learning outcomes.
- To conduct evaluations, reviews and assessments, including all necessary record keeping.
- To deliver briefings and presentations to possible partners including Schools, Youth groups, Youth Service teams, Prince's Trust, Youth Offending teams, etc. with a view to developing working partnerships
- To work to Challenge Wales' Equal Opportunities, Health & Safety, and safeguarding policies, and ensure they are implemented.
- To sit on the Voyages of Discovery Project Steering Group.
- To undertake other duties that are necessary as required which help achieve Challenge Wales' educational strategy

## **Skills, Knowledge and Abilities**

### **Essential**

- Teaching, training or youth work experience and qualification
- Experience of delivering non-formal education awards
- Knowledge of the Credit Framework and Essential Skills Wales policy
- Knowledge of working with accreditation
- Understanding of Quality Standards
- Minimum, grade C in English and maths
- Experience of working with groups of young people, including NEET's
- Enthusiasm, stamina, an ability to motivate young people and the capacity to engage with people at all levels
- Commitment to motivate and inspire disaffected young people to achieve their potential
- Commitment to Equal Opportunities Legislation and an understanding of, and commitment to work within the principles of diversity
- The ability to be tactful and sensitive in communication and to empathise with young people and the agencies and professionals who deal with them
- Good written and verbal communication skills, interpersonal skills and the ability to write reports and deliver presentations to a variety of audiences
- Willingness to undertake on-going training
- The ability to work on own initiative, with the minimum of supervision within a busy environment and ability to prioritise and manage a varied workload
- A good team player when working with trustees or other volunteers
- Able to demonstrate an empathy with and commitment to the work of Challenge Wales
- Effective time management skills
- IT literate with particular emphasis on presentations and desk top publishing.

### **Desirable**

- Previous experience in a similar role
- Experience of assessing practical qualifications.
- A Verifiers Qualification
- Appropriate educational qualifications for working with young people, for example Certificate in Education, BA in Education or youth work or City & Guilds teaching qualification
- A working knowledge of ESTYN
- Appropriate qualifications to enable the assessment of practical qualifications.
- Knowledge of the local Community, voluntary organisations and agencies
- Counselling skills
- Experience of dealing with a range of issues facing young people from a variety of backgrounds and working with NEETs.
- Some experience of outdoor activities, especially sailing.
- Ability to see how sail training can be expanded into other programmes
- Welsh speaker

For more information on Challenge Wales visit [www.challengewales.org](http://www.challengewales.org)