



**Supporting young people experiencing homelessness in Brighton & Hove**

<b>Job Title:</b>	<b>Youth Voice Co-ordinator (2 days per week)</b>
<b>Salary:</b>	£25,900 - £27,517
<b>Term:</b>	6 months fixed term post – continuation subject to funding
<b>Responsible to:</b>	Services Manager
<b>Responsible for:</b>	To oversee the running of the Youth Voice group and provide support
<b>Hours of Work:</b>	14 Hours per week (days and hours to be arranged)
<b>Place of Work:</b>	Wenlock House
<b>Annual Leave entitlement:</b>	25 days per year + birthday + bank holidays (pro rata)
<b>Pension:</b>	3% rising by 2% every 2 years up to 6%
<b>Notice period:</b>	1 Month

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## About the role

The Clock Tower Sanctuary (CTS) is the only drop-in day centre for young people experiencing homelessness and insecure housing in Brighton and Hove. We provide practical and emotional support to 16-to-25-year olds experiencing homelessness, so they can move from crisis to stability.

We are seeking an enthusiastic and motivated Youth Voice Co-ordinator to join the Services Team to oversee and support our exciting new Youth Voice Group at the centre. Youth Voice is our co-production at the centre. Your working days can be discussed and arranged to fit around the group and your availability.

This role's primary function is to ensure the success of the Youth Voice group and its involvement with The Clock Tower Sanctuary development, alongside external city-wide and national campaigns for change.

## Key responsibilities

- Oversee the running of the meetings, supporting individual members with key tasks in relation to the meeting
- Sharing actions from the youth voice with the wider team
- Supporting individuals with youth voice actions outside of the meetings
- Identifying training needs and sourcing training for the group
- Planning and supporting with any trips or meeting attendance
- Promotion of the group to other clients
- Maintain relationships with other professionals in relation to the group
- Apply co-production principles to ensure user voice is evident in service delivery

## **Main Duties**

- Supporting with organisation of the meetings
- Updating records with attendance and agenda notes and admin tasks
- Following up with group members on any actions
- Communicating with other organisations on behalf of the youth voice
- Client Support

## **Other Duties**

- Participate in meetings, away days, training and supervision as request
- Ensure the service runs in line with CTS policy and procedures.
- Undertake other tasks as are deemed reasonable for the role.

## **Person specification**

### **Essential Experience**

- Demonstrable experience of working with young people and desirable experience of one to one work.
- Demonstrable experience of developing productive and effective relationships with young people
- Demonstrable experience of partnership working
- Demonstrable experience of communicating through verbal and written presentations
- Demonstrable experience in promoting diversity
- Demonstrable experience of convening meetings, setting agendas and minute taking

### **Essential Knowledge**

- Awareness of safeguarding legislation and guidance, implementation of Child Protection and vulnerable adult Procedures and the boundaries of professional relationships
- Awareness of adolescent development
- Awareness of psychologically informed environments and trauma informed practice
- Understanding of Health & Safety legal requirements and best practice

### **Essential Skills**

- Skills in engaging, supporting and motivating young people
- Communication and presentation skills
- Skills in creativity and original thinking with the ability to develop practical solutions to problems
- Confident facilitator
- Inter-personal and team working skills
- Good level of literacy and numeracy
- Commitment to inclusivity and equity
- Skills in IT, particularly Microsoft Office and database systems

### **Essential Personal Attributes**

- Sound judgement and awareness of political sensitivities.
- Resilient and able to work independently as required

- Sound professional and tactical judgement and the ability to establish priorities and principles.
- Commitment to The Clock Tower Sanctuary vision and values

**Additional Requirements**

- Prepared to work flexibly to meet the needs of the Youth Voice and the organisation
- Willingness to travel as required
- Evening and weekend work as required
- Enhanced DBS required

We are an equal opportunities employer and welcome applications from people from marginalised groups. We are also very interested in applications from people with lived experience of homelessness.

If you require any information in a different format or wish to have a conversation about this role you can contact Clare McKinley on 01273 722353 or [claremck@thects.org.uk](mailto:claremck@thects.org.uk)