MISSION STATEMENT; " To assist all young people in reaching their full potential, by offering Christian love through Sport, Creative Activity and Adventure, in a caring, accepting, safe environment - sharing enthusiasm and building respect and self-esteem through relationships."

JOB DESCRIPTION

TITLE: Youth Development Co-ordinator

RESPONSIBLE TO: NAYC Youth Development Team Leader

MAIN PURPOSE: NAYC Youth Development Co-ordinators work across Northamptonshire and are responsible for ensuring all NAYC services are delivered professionally. By effective networking and promoting NAYC, working with communities to assist in setting up vibrant youth groups to meet the needs of young people, developing new services, compiling relevant reports, and visiting affiliated youth groups to support leaders and deliver engaging activities.

There are certain principles of work that underpin the activities outlined below. All Youth Development Co-ordinators are expected to be competent communicators, both in writing and verbally, and able to represent NAYC with enthusiasm and professionalism. They should be excellent networkers, able to identify opportunities while exercising appropriate accountability through the management structure. A good level of IT skills, including experience using Microsoft Office applications (such as Word, Excel, Outlook, and PowerPoint), is also essential to support effective communication, reporting, and administration.

DUTIES AND RESPONSIBILTIES:

- To regularly visit affiliated youth groups and clubs to:
  - ✓ Encourage and support leaders
  - ✓ Publicise Association activities and Centres
  - ✓ Lead youth club evenings/sessions
  - ✓ Work face to face with young people and youth leaders
  - ✓ Completing group visit reports, including QA, and updating records & stats.

On average this will be around 2-3 evenings per week, as well as some weekends

- To manage and respond to the needs of affiliated groups and coordinate NAYC services.
- To line manage our part-time Youth Development Workers who work remotely.
- To promote and raise awareness of the existing work of NAYC/ACUK, our mission for youth work and the provision of our Centres.
- To meet targets and goals for the role according to work plans agreed with line manager.
- To actively network and meet with other groups, agencies, key local stakeholders and people of influence and seek out new opportunities for partnerships, working together and support.

- To be young person focused in your support, working within NAYC guidelines.
- To actively seek out opportunities to start up new clubs through networking, research and community engagement.
- To Research and visit existing non-affiliated clubs and groups to promote NAYC and encourage affiliation.
- To organise local and countywide events, for both young people and group leaders, encouraging group involvement at such events.
- To creatively develop new ideas and services that, enhance the overall impact of NAYC and meet the needs and aspirations of local groups and young people.
- To build up and record a knowledge base of work areas, keeping up to date records and producing comprehensive reports, on time, as requested.
- To attend and contribute at Team meetings and occasional Leadership meetings, presenting work reports and completing actions.
- To work with and support other NAYC staff to deliver relevant youth services.
- To develop partnership working with local authority youth services.
- To raise awareness of youth engagement and involvement and to promote the Youth Voice, including Youth Forums and other opportunities for the development of young people.
- Being social media and PR aware, recognising good news stories for NAYC Communications and assisting with the compiling and distribution of social media, newsletters, promotions, publications and general information.
- To ensure all youth activities comply with current legislation and relevant policies, including Safeguarding, Equal Opportunities, Health & Safety, GDPR.
- To attend regular supervisions/appraisals with line manager.
- To attend job-related training and any other required training identified during staff appraisals.
- To take a lead responsibility for a particular area of NAYC's service to youth groups. (e.g., Volunteer Training Programme, Games Pack Equipment, Youth Engagement)
- To assist in any aspect that may be required, as necessary.

As an inter-denominational Christian based organisation, all staff are employed on the understanding that they have an empathy with and commitment to our Christian ethos and values.

This job description dates from January 2026 and may be subject to review at any time as deemed necessary.

PERSON SPECIFICATION

Personal Qualities, Skills and Attributes

Essential

- Ability to use your initiative, be a self-motivator and work to deadlines and achieve them.
- Ability to work as part as a team as well as alone.
- The ability to use reflective practice and the interpretation of outcomes and evaluations to improve services and support.
- Reliable and able to deliver against objectives.
- Clean driving license and access to a car.
- Highly articulate with excellent communication skills.
- Demonstrable ability to prepare and deliver activities that are relevant, creative and motivating.
- Ability to enthuse and engage young people of all ages.
- Be able to demonstrate a wide range of knowledge and the ability to adapt and deliver resources to groups with varying needs.
- A positive and dynamic outlook.
- Experience of public speaking and an ability to promote /sell the service.
- Experience of handling difficult situations and conflict.
- Willingness to be flexible and an ability to adapt to changing needs.

Job Specific Skills and Attributes

Essential

- Appropriate qualification in youth work, project management, community development or equivalent, or 3 years' experience of the same or similar work.
- Proven experience of Community Development including the ability to organize and coordinate events and networking opportunities.
- Proven experience of interacting with stakeholders at all levels including young people, parents, politicians, funders and other interested parties.
- Proven experience of project management and setting up new groups.
- Computer literate, able to work with Microsoft Office, email, and the internet.
- Experience of public speaking and ability to promote /sell the service.
- Proven record in helping groups to successfully apply for funding.
- Demonstrable knowledge of safeguarding practices.
- Experience of working with volunteers, youth leaders and voluntary organisations.
- Efficient at administration and report writing.
- A good awareness of PR and social media use to promote the work.
- Experiences of handling difficult situations and conflict.

Desirable

- Having a working knowledge and understanding of issues facing youth leaders and young people.
- Experience of working as a youth group leader/ volunteer
- Experience of mapping and identifying need and relevant service gaps
- Experience of mentoring or training in a work-based setting.