DRAFT JOB DESCRIPTION Youth Development Co-ordinator HPC

**Main Purpose of Role**

To play a leading role in developing a Parish Council Youth Development Programme.

The post holder will be responsible for establishing a programme that engages children and young

people across the Parish of Henfield, with the potential to develop a Youth Council.

**Specific Responsibilities**

* Get to know the Parish, the community’s needs, strengths, challenges and opportunities.
* To support the work of the HPC Children and Young People (CYP) Committee to shape the young person’s strategy across the Parish. Including agenda setting, minute taking and discharging action points.
* To develop and maintain relationships with other Children and Young People organisations including local schools to offer young people in our Parish the best possible start in life. Work with these groups to support the community.
* To fully engage and participate in the development of the Youth Development Programme annual planning, evaluation, resource identification, priorities and seeking funding.
* Take an active lead in delivering participation programmes that develop young people's skills and confidence to actively influence decisions that affect them.
* To develop key relationships with Young People, Volunteers, Parish Councillors & Working Parties, Horsham District Council, West Sussex County Council, Sussex Police, Parents, Residents, and External Funders,
* To develop a Youth Council to represent the Henfield Parish Council, which will feed into the strategic planning of services within the Parish. Once established responsibility for the administration of the Youth Council
* Encourage local youth residents to participate in Council activities and decision-making as working party group members and volunteers.
* Promote the Parish Council’s Children and young people programme on social media consistent with relevant Council policy.
* To provide the CYP committee progress reports

**General**

* Representing the Council and being a spokesperson for it, under the direction of the Clerk.
* To carry out other duties commensurate with the nature of this post in support of the Parish Office workload