



Derbyshire Dales
Council for Voluntary Service

Children and Young People's Development Worker

Job Description

Job Title	Children and Young People's Development Worker
Grade	Scale NJC Scale 20
Hours	3 days (22.2 hours) per week
Place of Work	The main base for the post is the DDCVS office at the Agricultural Business Centre, Bakewell.

Job Purpose

- To enhance the effectiveness of existing grassroots voluntary groups that have a focus on working with children and young people, by providing relevant advice, information, training and support.
- To support the development of new grassroots voluntary groups that have a focus on working with children and young people, by providing relevant advice, information, training and support.
- To work collaboratively, as part of the DDCVS Development Work Team.
- To contribute to the DDCVS core functions through the identification of gaps in local voluntary and community sector provision for Children and Young People and working with others to develop solutions.
- Facilitate the Children and Young People's Network for the Dales.
- To work with the Steering Group for the work.

Main Responsibilities

Support and Development of groups working with Children and Young People

- To assist voluntary and community groups working with children and young people to review their organisation's operations, prioritise areas for development support and devise realistic action plans for implementation.
- Provide mentoring and support to people running voluntary and community groups working with children and young people.
- To assist individuals and emerging CYP groups to develop their ideas for voluntary action and to provide relevant support services to help them achieve this.
- To provide funding information and advice, and support in making funding applications to local CYP groups and organisations.
- To provide information and advice about governance, policies and good practice to local CYP groups.

Meetings and Forums

- Organise and facilitate the Children's and Young People's Network in the Dales.
- Assist in arranging Steering Group meetings for the work.

Information, Training and Support

- To contribute to DDCVS advice services through dealing with enquiries via the telephone, e-mail and face-to-face support.
- To contribute to the design, organisation and, where appropriate, assist in the delivery of accessible training to local groups.
- To contribute to the DDCVS newsletter and social media.

General

- Complete relevant administrative tasks including record keeping, producing written reports and monitoring of activities.
- Provide relevant management information as required.
- Contribute to the core functions of the CVS.
- Undertake other tasks as may be required from time to time.
- Carry out work in line with DDCVS policies and procedures.
- Attend supervision, annual review and team meetings as required.

Decision Making

- Decisions relating to development and support activities.

Special Circumstances

- This post is self servicing in terms of administration.
- Some flexibility is required as attendance as very occasional evening and weekend meetings may be necessary.
- Travel throughout the area covered by DDCVS is required.

Person specification

Essential

- Experience of working with Children and Young People.
- An understanding of how to provide well structured, safe and age-appropriate activities for children and young people.
- An understanding of the problems faced by children and young people, particularly relating to emotional health and wellbeing.
- Ability to communicate effectively with a wide range of people using a diverse range of media.
- Good IT skills including use of Microsoft Office applications, e-mail, work-related social media and experience of Zoom, Teams for similar.
- Good basic literacy and numeracy.
- Ability to work on own initiative and make effective decisions.
- Well organised, with good time management, planning and personal organisation.
- Ability to plan work and to set and deliver realistic work targets.
- Creative problem-solving skills.
- Ability to provide written reports that present relevant information in a concise and informative way.

Desirable

- A working knowledge of good policy and practice in health and safety, data protection, safeguarding, equality and diversity, financial procedures and organisational governance.
- Experience of working in voluntary sector or non-profit making organisations, either as a paid member of staff or in a voluntary capacity.
- An understanding of different legal structures relevant to voluntary organisations.
- An understanding of Social Enterprise.