


# Youth Voice Project Worker

## Recruitment

youthfocus NW



## Youth Focus North West (YFNW) is an organisation with strong youth work roots. We work in partnership with young people and organisations to have a voice where it counts.

Our youth voice work gives young people the opportunities to make a difference individually, locally, regionally, nationally and internationally. We nurture youth work practice, create networks, broker partnerships and provide opportunities for young people and organisations to work together.

YFNW has over 30 year's experience of working in partnership with the youth sector. We have strong relationships with each Local Authority Youth Service in the region and the wider Voluntary, Community and Faith Sector. Youth Focus NW (YFNW) also acts as the Regional Youth Work Unit in the Northwest.

# Improving the lives of young people

Thank you for your interest in joining the Youth Focus NW team. Our aim is to improve the lives of young people. The **Youth Voice Project Worker** is part of our Youth Voice team.

## Networks

**Bringing people together, sharing ideas, developing youth work practice**

## Training

**Youth work skills, professional development & learning**

## Youth Voice

**Enabling young people to be heard and have their views acted upon**



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# Youth Voice Worker

## Information pack

| | |
|---|---|
| **Contract type:** | Permanent - 37 hours per week<br>(some weekend and evening working will be required) |
| **Location:** | Flexible working (home and with minimum 2 days office based in St Helens, Merseyside) some regional travel required |
| **Salary:** | £25,919 - £31,885 – dependent on skills, qualifications and experience:<br>• JNC Unqualified 6-9: £25,919- £27,817<br>• JNC Qualified 10-13: £28,516-£31,885<br>Pay award pending |
| **Benefits:** | • Support to become a JNC L3 Qualified Youth Worker if not already qualified with potential progression to Level 6.<br>• Training and development<br>• Contributory Pension Scheme<br>• Employee Assistance Programme and access to other wellbeing benefits<br>• Free parking at the office<br>• 25 days Annual Leave plus an additional day off on your birthday (pro rata) |
| **Responsible to:** | Youth Voice Manager |
| **Responsible for:** | Creating inclusive opportunities and supporting young people to develop youth voice skills, knowledge and confidence. You will work across a number of projects promoting youth engagement and participation, championing youth voice, training young people, delivering and developing youth projects. You will work in both digital and face to face settings. |

This post is subject to receipt of satisfactory references and enhanced DBS check.

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# Youth Voice Worker

## Job Description

### Main Duties:

#### Voice, influence and engagement:

- Work with existing and new groups of young people on a range of Youth Voice projects
- Recruit, coordinate, train and support young people to play a central role in decision making
- Develop and deliver sessions ensuring service delivery is creative and high quality
- Prepare creative delivery and evaluation materials to support sessions
- Enable young people facing participation barriers to get involved in youth voice activities

#### Project development, management and delivery:

- Where directed, manage and deliver existing projects
- Meet the agreed delivery targets and outcomes for each of your projects
- Gather relevant information for monitoring and evaluation of projects using a range of tools
- Undertake admin and financial tasks needed to appropriately support young people
- Keep accurate records of all sessions and actions taken in relation young people
- Provide regular reports and updates on your work to internal and external audiences

#### Relationships and communications:

- Build and maintain relationships with stakeholders and funders
- Demonstrate a commitment to equality, diversity and inclusion in all aspects of your work
- Promote effective methods of Youth Voice to our partners and stakeholders
- Participate in team meetings, regular supervision and contribute to a co-operative team approach

# Youth Voice Worker

## Job Description

**IT & Digital:**

- Be a competent user of Microsoft office 365/G Suite and its functions.
- Use appropriate tools to produce creative consultation methods to enable the delivery of your projects
- Enter data regularly onto the YFNW management information system

**Safeguarding:**

- Support and promote safeguarding throughout all delivery, identify and act on any safeguarding concerns
- Ensure all activities meet YFNW Health & Safety and Safeguarding guidelines

**Flexibility:**

- Support delivery of projects with other team members, as and when required
- Work flexibly with minimal supervision
- Contribute to the Impact culture and framework at YFNW
- Deliver services anywhere within North West – including evenings, weekends and residential programmes
- Attend meetings at YFNW HQ as well as other locations and online
- Undertake relevant training as necessary to enhance personal and professional development
- Undertake areas of development work as identified by the management of the YFNW

# Youth Voice Worker

## Person Specification

| | Essential | Desirable |
|---|---|---|
| **Qualifications** | • Be willing to work towards a qualification in Youth work | • Have (or be working towards) a Professional qualification in Youth Work or related profession<br>• Qualification or experience relating to youth engagement (e.g. youth work, social work, youth offending, teaching, volunteering etc) |
| **Experience** | • Ability to plan and deliver high quality creative developmental sessions for young people<br>• Experience of supporting relationships with external organisations<br>• Working accurately with good attention to detail<br>• Competency in public speaking and presenting work to a variety of audiences<br>• Experience of supporting young people to participate, especially those whose voices are seldom heard | • Experience of developing and delivering training<br>• Experience of working regionally<br>• Working with young people from specific interest groups such as mental health services, care experienced etc<br>• Using creative methods to engage young people |

| | Essential | Desirable |
|---|---|---|
| **Knowledge and Understanding** | • Knowledge and understanding of issues facing young people and the Youth Sector<br>• An understanding of, and commitment to, equality, diversity and inclusion<br>• An understanding of, and commitment to safeguarding, data protection and confidentiality | • Knowledge of the UN Convention on the Rights of the Child and Lundy model<br>• Knowledge of government policy structures and initiatives relating to young people |
| **Skills and Abilities** | • Ability to engage and recruit young people from a range of backgrounds in new projects and activities<br>• Ability to communicate effectively to a range of stakeholders, including young people, external partners, statutory and voluntary youth sector<br>• Ability to assess the development needs of groups and individuals sensitively and effectively<br>• Ability to adapt to changing circumstances<br>• Ability to use Microsoft office, G suite, digital tools and functions | • Research and analysis<br>• Creative consultation<br>• Ability to self-reflect and collaborate with the team around learning and development |
| **Other** | • Willingness to work flexibly including evenings and weekends to meet needs and priorities of work<br>• Willing and able to travel to meet the requirements of the post<br>• Operate within YFNW policies and procedures<br>• Contribute to YFNW's Impact and Evaluation framework and culture | |

# Youth Voice Worker

## How to Apply

To apply for the role of Youth Voice Worker, please complete the online Application Form.

Recruitment timetable

- **Closing date for applications:** 9am**,** Monday 30 November 2026
- **Informal interviews: Week** commencing Monday 30 November 2026 (online)
- **In-person interviews:** Monday 14 December 2026

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For more information or to have an informal discussion about the role please contact info@youthfocusnw.org.uk

**Connect with us:**
@YouthFocusNW



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