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**Workforce development and HR Adviser September 2013**

**Background**

Surrey Youth Focus is a support organisation for the voluntary youth sector and has some 85 fee paying member organisations to whom we provide a range of services. Our members range from youth clubs, disability organisations to uniformed organisations such as Scouts and Guides, and The Youth Consortium. We have been in Surrey for over 25 years and are highly networked to other organisations, including Surrey County Council. We have very distinguished Patrons to support us. Our work has recently been cited as an exemplar in a Government review of Progress on Positive for Youth.

**About us:** We are a very small, but very able team of four people currently, and so flexibility/multi-tasking is essential. Our impact and reputation greatly exceeds our resource base, and we want to keep it that way!

We re-branded in April, and completely revised our website in July. This now includes a password controlled “members only” section of the site where HR materials would be located (see below).

We have very fast Cloud based computing, giving staff access to emails/files anywhere, and by desktop/tablet/ laptop/phone.

**Location**: Astolat, Burpham, Guildford, but with some flexibility to work from home when necessary- we have a Family Friendly Policy which we follow through upon.

**Responsible to**: Chief Executive

**Contract Length: one year initially** with the possibility of further annual contracts thereafter, subject to funding.

**Hours**: part time, 21 hours

**Other benefits**: We have free car parking at the office, a 5% non- contributory pension scheme, and this part time post has 15 days leave pa (or the hourly equivalent)

**Salary: £12,000 pa for 21 hour week equivalent to £20,000 pa**

**JOB PROFILE**

**Workforce development**

It is important to appreciate that **this** **is an enabling, not a compelling role,** and that you will need very good influencing skills to build networks and encourage engagement across the network of member organisations. There are three potential workforces to be developed:

1. **Young people:** who may be thinking of youth work as a career, or starting up in self-employment/social enterprise. A clear developmental pathway needs to be signposted. We collaborate with member organisations, including FE colleges to encourage a structured pathway of youth work training courses. We are also developing a workshop for young people wanting to start up in business. We have a separate social enterprise (Surrey Youth Enterprise CiC) as a demonstration project and aimed at providing opportunities to NEET young people.
2. **Youth workers:** the voluntary youth sector has more youth workers than local authority providers, but in some respects they are a neglected group in terms of training and development. This is an area that needs development.
3. **Volunteers:** there is an art to managing volunteers, and there may be scope to develop workshops about this. We have a very successful workshop aimed at volunteers (often parents/guardians) who want to set up youth clubs/activities. Our “Youth work the basics” course is highly successful and needs to be further promoted/developed.

**HR**

Smaller member organisations often lack the capacity to address HR issues, and very few larger organisations have HR professionals on their staff. The aim of this part of the job is to develop “standardised” best practice guidance notes, to run workshops on HR issues, and in time to **enable the development** of an HR consultancy service if required by members.

**Principal Objectives**

1) To take the lead on all workforce issues in the three groupings listed above, so that the capacity/capability of these workforces is enhanced

2) To use technology to establish and develop networks of voluntary sector youth workers to help them keep abreast of professional /developmental issues so that they are better informed and aware of training and other opportunities for personal development

3) To take a lead on Safeguarding matters ensuring the promotion of best practice and its dissemination

4) To provide an advisory service to member organisations in regard to best practice on all HR matters, so that crises are avoided and the capacity/capability of the sector is enhanced.

**Principal Tasks**

1) **To develop the workshops** we already have started to run for young people about how to set up in **self-employment/business**, working with partner such as Guildford FE College, Woking Borough Council to market the workshops to “their” young people.

2) In pursuance of the above **to promote new links** to other FE Colleges and the University of Creative Arts, Epsom, and **to attend the Surrey 14-19 Strategy Board** which brings together FE College Principals, Surrey CC commissioners and others.

3) **To promote youth work as a career choice**, establishing a clear pathway of steps for young people interested in youth work to take from Level 2 courses up to MA postgraduate, making links with suppliers of those courses where they exist, and where they do not, encouraging member organisations (or others) to do so. This may also involve promotional work at careers fairs etc

4) **To develop a professional network** for voluntary sector youth workers providing them with technology based briefings, and if required organising professional workshops with visiting speakers.

5) **To take a lead on Safeguarding issues and best practice**, linking with statutory partners (eg Surrey Safeguarding Board) and producing advice notes on policy, procedures and practice -organising training sessions about these issues.

6) To **organise and promote a further programme of our successful “Youth Work the basics” course**s aimed at providing introductory training for volunteer youth workers, and exploring whether this training could be accredited in some way.

7) **To review our existing Tool Kit for setting up youth clubs/activities** and market this as a potentially fee- earning resource to local authorities, and to advise local groups of volunteers on how to make a start insetting up new youth organisations/activities.

8) To identify the need for **other (fee earning) workshops** that member organisations might require , such as in managing volunteers.

9) **Providing an HR advisory and support service to member organisations**, and to Surrey Youth Enterprise (social enterprise) producing practice notes, delivering workshops, and with potential for developing this into a fee earning service for SYF if consultancy services are sought beyond the standard offer.

10) Such other tasks as may be required by the Chief Executive to promote the interests of Surrey Youth Focus.

**PERSON SPECIFICATION**

**Knowledge and skills:**

**Essential**

* Experience in addressing workforce issues
* Ability to identify/analyse workforce skills and qualifications in relation to the supply of/demand for youth workers
* Ability to identify and enable opportunities for young people to be developed as youth workers AND more widely to promote Apprenticeships, the National Citizenship Scheme, and volunteering
* Ability to organise and promote workshops for member organisations
* Experience in addressing HR issues and potential for offering a consultancy service to members
* Ability to write HR advisory notes authoritatively
* Good presentation skills
* Good negotiating skills, and the ability to be persuasive in this networking/enabling role
* The willingness and enthusiasm to work in a flexible way in a small team.

**Desirable**

* Experience of addressing the above in a voluntary youth sector setting
* Familiarity with the structure of FE and vocational training and qualifications
* An eye for income earning potential from the services being offered , both to member organisations, and to others

**Qualifications**

The ideal candidate will be educated to degree level , have some professional qualification in HR or Youth work, and be familiar with workforce development/HR issues. He/she should have a background in workforce development perhaps as a trainer and/ or in HR matters more generally.

It is NOT necessary for applicants to be able to personally deliver all the Key Tasks outlined above, but it is essential to be able **to organise/enable their delivery.**

**General**

The job is mostly office based, but there will be a need to visit organisations/attend meetings. You must therefore be prepared to travel across the county, and either have a full driving licence and access to a car (mileage is currently paid at 45p mile) or be able to access public transport in an efficient way(travel costs being payable).

Hours will be flexible, and we have a “Family friendly” working policy.

Mike Abbott  
Chief Executive  
Surrey Youth Focus