# Hosting Proforma

Northern Ireland Youth Forum

Name of Host

Organisation

**1. Interchange Manager’s details**

Chris Quinn

Name

Organisation/

Northern Ireland Youth Forum

Department

Northern Ireland Youth Forum

68 Berry Street

Belfast BT1 1FJ

Address

Telephone Fax number

N/A

02890331990

Number

c/o [paula.sands@niyf.org](mailto:paula.sands@niyf.org)

E-mail

Type of Opportunity

Secondment to NI Youth Forum

**2. Details of hosting opportunity**

Description of opportunity

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| **Youth Housing and Homelessness Advocacy Worker**  The NI Youth Forum is a radical youth led body who work to support and empower young people to speak truth to power and challenge disadvantage and inequality.  We seek to recruit a highly motivated and innovative individual to deliver a high-profile homeless prevention programme that will include   * Managing 2 Youth Apprentices who have experience of homelessness and / or housing related issues to include line management, supervision and appraisal. * Engaging in one-to-one support and advocacy work with young people experiencing homelessness or housing issues. * Promoting youth voice in the policy making process and supporting young people to ‘speak truth to power’ on issues that affect their lives. * Establishing and maintaining links with relevant voluntary and statutory agencies.   A full Job Description is attached at Annex 1 |

Main objectives of the opportunity

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| The Youth Housing and Homelessness Advocacy Worker’s (YHHAW) core function is to engage with young people, with the purpose of building transformational relationships to effect change on personal, peer, community and societal levels. The YHHAW will be required to:   * + Manage a Peer Mentoring Scheme to assist young people at risk of homelessness to navigate the housing processes.   + Raise awareness of homelessness among young people.   + Establish transformational relationships with young people enabling them to explore issues that are important to them.   + Provide opportunities for young people to speak to adults with power / influence with regards to these issues.   + Adopt the Youth Forum’s existing ‘Champions 4 Change’ methodology and use a relentless approach to support young people to effect change in their lives including the development of consultations and production of youth-led research.   + Engage in outreach / networking opportunities with other stake holders, organisations and youth providers on a local, regional and national basis, connecting young people together across communities and supporting a partnership approach to the delivery of programmes.   + Act as an advocate in strategic environments to influence positive change on behalf of and with young people.   + Support the delivery of youth housing and homeless programmes as assigned by your Line manager.   + Engage and maintain a caseload of participants / mentees as prescribed.   + Support the implementation of personal/social development programming.   + Support the implementation of bespoke programmes including youth-led consultations, research and campaigns.   + Support national / international / overseas learning experiences; when appropriate.   + Seek to establish relationships with the adults in the lives of the young people.   + Maintain appropriate records to track participant progression, development and outcomes;   + Provide regular reports to NIYF Director/Deputy Director/Line Manager, funders and other key partners on projects where necessary.   + Undertake administration duties including maintaining accurate records and providing reports, case studies, work development plans on an ongoing basis to the management team. |

**3. Skills requirements**

What qualities, skills and experience is required from the individual

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| * Hold a or be working towards a professional qualification, in Youth work as recognised by the Joint Negotiating Committee (JNC)   with   * A minimum of 1-year full-time experience gained within the last 5 years of working with young people in youth work settings.   Or   * Hold a professional qualification, in education, community development or social work   with   * A minimum of 1-year full-time experience gained working directly with young people with experience of, or at risk of experiencing homelessness or housing related issues.   Experience   * Experience of the development and delivery of innovative projects / programmes to young people. * Experience of working with youth and community-based organisations * Experience of advocacy work * Hold a driver’s licence and have full access to a form of transport.   Skills & Attributes:   * An ability to act on own initiative, to prioritise and manage own workload. * Skills in the use of I.T software applications including word processing and databases. * Ability to inspire and motivate young people and those working with them. * Well developed communication skills * **Ability to work effectively under pressure** |
| * Hold a or be working towards a professional qualification, in Youth work as recognised by the Joint Negotiating Committee (JNC)   *with*   * A minimum of 1-year full-time experience gained within the last 5 years of working with young people in youth work settings.   **Or**   * Hold a professional qualification, in education, community development or social work   *with*   * A minimum of 1-year full-time experience gained working directly with young people with experience of, or at risk of experiencing homelessness or housing related issues.   **Experience**   * Experience of the development and delivery of innovative projects / programmes to young people. * Experience of working with youth and community-based organisations * Experience of advocacy work * Hold a driver’s licence and have full access to a form of transport.  Skills & Attributes:  * An ability to act on own initiative, to prioritise and manage own workload. * Skills in the use of I.T software applications including word processing and databases. * Ability to inspire and motivate young people and those working with them. * Well developed communication skills * Ability to work effectively under pressure |

**4. Personnel: Please state below**

Who will the individual report to?

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| Amanda Stewart, Participation Development Worker, NIYF |

Who will be the individual’s line manager and/or reporting officer?

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| Amanda Stewart, Participation Development Worker, NIYF |

**5. Transfer of learning**

Please give details of how the Opportunity will benefit your organisation, the

individual and their organisation.

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| This post provides the opportunity for the successful individual to contribute to the continued professional needs of the NI Youth Forum to ensure the effective delivery of services to young people in line with key business objectives.  It is an opportunity to work collaboratively with partner organisations in both the statutory and voluntary sectors. |

**6. Logistics**

Please provide details of the likely start date, duration, location, form of transport required, resources (i.e.; desk, PC, etc.) and funding arrangements for the opportunity.

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| **Start Date**: 1st April 2022  **Duration**: 24 Months  **Location**: The successful candidate will be based at 68 Berry Street, Belfast.  **Resources**:  **Funding**: YJA will meet salary costs and associated expenses. The salary is £27,741 per annum.  **Further information**: Please contact Colin Quinn by email at: c/o [paula.sands@niyf.org](mailto:paula.sands@niyf.org).  **Closing Date:** Applications must be submitted by **4.00pm on Friday 25th February 2022** to**:** [**interchangesecretariat@finance-ni.gov.uk**](mailto:interchangesecretariat@finance-ni.gov.uk) |

**7. Endorsement**

**Interchange Manager**

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| **Chris Quinn** |

**Signed:**

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| **10 February 2022** |

**Date:**

## NIYF LOGO EST 1979

# ANNEX 1

# JOB DESCRIPTION

# JOB TITLE: Youth Housing and Homelessness Advocacy Worker

**LOCATION: Northern Ireland Youth Forum**

68 Berry Street

Belfast BT1 1FJ

**REPORTING TO:** Participation Development Worker

**SALARY:** The salary will be equivalent to:

NJC SO1 L23 (£27,741)

**TERM:** 24 month fixed term contract

**JOB PURPOSE:**

The NI Youth Forum is a radical youth led body who work to support and empower young people to speak truth to power and challenge disadvantage and inequality.

We seek to recruit a highly motivated and innovative individual to deliver a high-profile homeless prevention programme that will include

* Managing 2 Youth Apprentices who have experience of homelessness and / or housing related issues to include line management, supervision and appraisal.
* Engaging in one-to-one support and advocacy work with young people experiencing homelessness or housing issues.
* Promoting youth voice in the policy making process and supporting young people to ‘speak truth to power’ on issues that affect their lives.
* Establishing and maintaining links with relevant voluntary and statutory agencies.

**MAIN DUTIES AND RESPONSIBILITIES**

# The Youth Housing and Homelessness Advocacy Worker’s (YHHAW) core function is to engage with young people, with the purpose of building transformational relationships to effect change on personal, peer, community and societal levels.

The YHHAW will be required to:

* + Manage a Peer Mentoring Scheme to assist young people at risk of homelessness to navigate the housing processes.
  + Raise awareness of homelessness among young people.
  + Establish transformational relationships with young people enabling them to explore issues that are important to them.
  + Provide opportunities for young people to speak to adults with power / influence with regards to these issues.
  + Adopt the Youth Forum’s existing ‘Champions 4 Change’ methodology and use a relentless approach to support young people to effect change in their lives including the development of consultations and production of youth-led research.
  + Engage in outreach / networking opportunities with other stake holders, organisations and youth providers on a local, regional and national basis, connecting young people together across communities and supporting a partnership approach to the delivery of programmes.
  + Act as an advocate in strategic environments to influence positive change on behalf of and with young people.
  + Support the delivery of youth housing and homeless programmes as assigned by your Line manager.
  + Engage and maintain a caseload of participants / mentees as prescribed.
  + Support the implementation of personal/social development programming.
  + Support the implementation of bespoke programmes including youth-led consultations, research and campaigns.
  + Support national / international / overseas learning experiences; when appropriate.
  + Seek to establish relationships with the adults in the lives of the young people.
  + Maintain appropriate records to track participant progression, development and outcomes;
  + Provide regular reports to NIYF Director/Deputy Director/Line Manager, funders and other key partners on projects where necessary.
  + Undertake administration duties including maintaining accurate records and providing reports, case studies, work development plans on an ongoing basis to the management team.

**This description of tasks is not intended to be definitive and may be changed to meet emerging needs of projects. The post holder will be expected to adapt to the evolving needs of the role and undertake new and different duties as they emerge**

**PERSON SPECIFICATION**

**RELENTLESS YOUTH WORKER**

**ESSENTIAL ELEMENTS**

**Qualifications:**

* Hold a or be working towards a professional qualification, in Youth work as recognised by the Joint Negotiating Committee (JNC)

*with*

* A minimum of 1-year full-time experience gained within the last 5 years of working with young people in youth work settings.

**Or**

* Hold a professional qualification, in education, community development or social work

*with*

* A minimum of 1-year full-time experience gained working directly with young people with experience of, or at risk of experiencing homelessness or housing related issues.

**Experience**

* Experience of the development and delivery of innovative projects / programmes to young people.
* Experience of working with youth and community-based organisations
* Experience of advocacy work
* Hold a driver’s licence and have full access to a form of transport.

### Skills & Attributes:

* An ability to act on own initiative, to prioritise and manage own workload.
* Skills in the use of I.T software applications including word processing and databases.
* Ability to inspire and motivate young people and those working with them.
* Well developed communication skills
* Ability to work effectively under pressure

#### Personal

The post holder must be committed to the principles of Equity, Diversity and Interdependence and to the principles of participation and empowerment of young people.

S/he must be flexible, willing to work unsocial hours and able to perform well under pressure. S/he must be creative, imaginative, well organised, a good team player and capable of planning and directing her/his own work.

**DESIRABLE ELEMENTS:**

### Experience and qualifications:

* Understanding of young people’s rights
* A knowledge and understanding of the young people’s multiple complex needs and how to support them through these

**GENERAL CONDITIONS OF SERVICE**

* The period of employment is for a fixed 12-month contract
* There will be an entitlement of 30 days annual leave plus customary/public holidays (pro rata).
* The salary will be equivalent to NJC SO1 L23 (£27,741)
* The successful candidate will be entitled to a pension with an 8% contribution from the employer.
* The post holder is expected to have a current driving licence and vehicle or access to transport to enable them to commute outside of normal public transport timetables and/or routes to carry out the duties of the job.
* The post holder will be expected to work unsocial hours including residential-based work and overseas travel.

**Secondments are welcome / will be considered**

**Modification to Job Description:** This job description is not definitive but may change to meet the evolving needs of the Youth Forum, however changes will be within the scope of the Position. There will also be an Appraisal for the post holder, which will provide the opportunity to negotiate aspects of the job description.