



**European Union**  
European  
Social Fund



**Active  
Lancashire**  
SPORT / HEALTH / INSPIRE

# Role profile

## Youth Engagement Worker



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## Post

Youth Engagement Worker

## Salary

£22,571 - £25,419

## Location

Based at the Pendle YES Hub in Nelson. Travel to events and meetings across Pendle and Lancashire may be required to meet project needs.

## Reporting to

Project Lead

## Contract

37 hours, full time, fixed term until 31/03/2026 (*subject to an 8 month project probation period*)

## Benefits

Access to Local Government Pension Scheme; 33 days holiday inclusive of Bank Holidays plus additional discretionary Christmas Leave and Wellbeing Day; regular wellbeing activities, wellbeing hour and team development activities; A commitment to your professional development.

## About Active Lancashire

Founded in 2000, Active Lancashire is the strategic lead for sport and physical activity in Lancashire. We are one of 43 Sport England led [Active Partnerships](#) that drive a sports and physically active delivery system across the country. Our role means that we engage partners, empower communities and enable individuals across the county so that they can reap the benefits of a more physically-active lifestyle.

Together with our partners, we achieve this by leading, facilitating and delivering [life-changing projects](#) and services across the county that tackle inequalities, transform communities and help people lead happier and more prosperous lives.

By joining our organisation, you will gain a better understanding of local communities and the issues they face, and how our partnership work tackles those issues. Your work will have a direct impact on our communities and bring positive change into people's lives.

## Our strategy - A Decade of Movement

In 2021, we launched our new strategy, marking an important moment in our history and an exciting moment for the future of Lancashire. 'A Decade of Movement' is based on the belief that every individual deserves to live an enjoyable and active lifestyle.

The links between increased levels of physical activity and improved health are well known and by getting more active, we know that individuals across the county can transform their lives. Our new strategy highlights that through our partner work and the delivery of our projects and services, we can use the power of physical activity to improve employment rates, decrease levels of deprivation and improve overall health in Lancashire.

We want to see a future where every person has access to, and benefits from a physically-active lifestyle. To learn more, we invite you to watch our strategy [video](#), or alternatively, you can download the summary document [here](#).



# Our values

Through living our values, we shape our own culture and influence those around us.

We believe in our values and will apply them every day in everything that we do from delivering our projects and services to our participants, engaging with our partners and stakeholders and working together as a team.

If you are applying for a job with Active Lancashire, you will be asked to demonstrate some of the Active Lancashire values and how they would apply in your everyday work. **You may want to think about work experience or volunteering you have done or experiences from your personal life such as helping friends or family.**

## Working Together



We drive partnerships and work collaboratively

## Everyone counts



We value, respect and appreciate every voice

## Forward Thinking



We are innovative, bold and strive to improve

## Influencing change



Inspire others to change behaviours and improve lives

## Passion



We are passionate about what we do and care how we do it

## People first



People are at heart of everything we do

# The role

The successful candidate will contribute towards the delivery and development of the Pendle YES Hub, particularly focusing on outreach and employability support aspect. The Youth Engagement Worker will engage with young people who are disadvantaged and currently unemployed or economically inactive within the Pendle area.

A key element of the role will be to support the Project Lead and additional Engagement Worker in developing a programme of health, wellbeing and creative activities, ensuring the needs of the young people in Pendle are met. The role will also require the successful candidate to carry out community outreach when necessary to ensure effective community engagement in target areas across Pendle.

The Youth Engagement Worker will have a responsibility for a caseload of young people, supporting them with employability, education or wellbeing. The post holder will be required to develop and lead activities that engage young people, improve their wellbeing and increase physical activity levels.

Key aspects of this roll include keeping participant records up to date and ensuring appropriate data monitoring is carried out, in line with the outcomes and outputs set out in the project contract.

The post will lead on promoting the project through social media, community partners and other related youth forums thus contributing to increased participation numbers. The Youth Engagement Worker will also be responsible for the recruitment of participants, promotion and delivery of the Duke of Edinburgh Award within the Hub.

The Active Lancashire values will shape the work delivered by the Youth Engagement Worker and will contribute to successful outcomes such as excellent partnership working, improved health amongst beneficiaries and wider system changes to enable health and wellbeing to be prioritised across Lancashire.



# Responsibilities

## Data Monitoring and Management

- To ensure their caseload receives support covering areas inclusive of career advice, employability, health and wellbeing and education and training.
- To ensure participant case studies are collated and submitted on a bi-monthly basis.
- To complete initial assessments with Hub participants, ensuring all relevant data is captured.
- To ensure participant records are updated on a weekly basis and relevant outcomes are regularly recorded and evidenced on the data management system.

## Outreach Opportunities

- To be able to provide advice and guidance to young people around careers, employability and wellbeing.
- To plan and deliver activities at the Hub or out in the community based on feedback gained from young people.
- To ensure activities at the Hub or out in the community have relevant risk assessments developed, ensuring the health and safety of young people.
- To liaise with education and training providers ensuring courses can be held at the Hub, resulting in a minimum of 42 young people gaining qualifications.
- To encourage young people to sign up to the Duke of Edinburgh Award and promote the benefits of the award in the community.

## Health and Wellbeing

- To work closely with the Project Lead to develop a timetable of health and wellbeing opportunities.
- To work with the wider project team, project partners and project beneficiaries to share, promote and develop a wide range of health and wellbeing opportunities.
- To contribute to capturing the impact of health and wellbeing initiatives by both qualitative and quantitative methods.
- To contribute to the removal of social, emotional and health related barriers for 108 young people on an annual basis.

## Marketing

- To support the Project Lead in delivering marketing activities.
- To promote the YES Hub and its activities to the local community, external partners and local employers through online and offline platforms.
- To support the Project Lead in the development of social media platforms as a means to increase project engagement.
- To develop links with external providers ensuring that clinics can be held in the community promoting the service.

## Partnership Development

- To contribute to a minimum of 54 young people per year accessing employment opportunities.
- To contribute to developing links to local training and education establishments to enable a minimum of 81 young people to improve their employability through training and/or education.
- To work with wider Pendle based services to maximise support and enable a minimum of 108 individuals to overcome barriers to employment.
- To develop links with the Pendle community to support a minimum of 45 young people to participate in physical activity per year.
- To be able to build and maintain relationships with existing partners to be able to best support young people in Pendle.

# Person specification

Applicants are expected to demonstrate these experience, skills, abilities and attributes.

Selection criteria	Requirement
<b>Qualifications and training</b>	
Grade 4 or equivalent in Maths and English.	E
Grade 4 or equivalent qualification in I.C.T.	D
Honours degree or equivalent in Youth Work or related subject.	D
<b>Experience</b>	
Experience of data management, data reporting and adhering to GDPR requirements.	E
Experience of working towards deadlines.	E
Experience of working with caseloads and dealing with safeguarding concerns.	E
Experience of supporting disadvantaged young people.	E
Experience of supporting people to improve their employability skills	E
Experience of working towards project outcomes and outputs.	E
Experience of working in a fast pace customer-focused environment.	D
Experience of supporting individuals to achieve their Duke of Edinburgh award.	D
Experience of planning and delivering activities.	D
<b>Skills, knowledge and attributes</b>	
Excellent communication and interpersonal skills.	E
Excellent organisation and time management skills.	E
Confident at using a wide range of I.T and social media platforms, including Microsoft Office package, Facebook, Instagram.	E
Able to work within a team and be proactive when working independently.	E
A passion for health and wellbeing.	E
Willingness to work a flexible working week where required.	E
Valid driving license and access to a vehicle.	D
Knowledge of the Pendle area and local support services.	D



# Location

Office based at the Pendle YES Hub, Scotland Road, Nelson. Meetings, community outreach and other events may require travel across Pendle and Lancashire.

# Application process

To apply, please submit a CV and cover letter (of not more than one page), explaining clearly why you are interested in the role and suited to it (based on the person specification), to [jobs@activelancashire.org.uk](mailto:jobs@activelancashire.org.uk) or apply via the website at [www.activelancashire.org.uk](http://www.activelancashire.org.uk).

If you would like an informal discussion about the role, please contact Sarah Dunne (Relationship Manager) on 07861923565.

**In addition, please provide the following information:**

- Confirmation you are eligible to work in the UK (the successful candidate will be required to provide documentary evidence before a job offer is confirmed).
- Any reasonable adjustments we can make to assist you in your application or the selection process.

For information on how Active Lancashire processes your data, go to [Privacy Policy](#) | [Active Lancashire](#)

## Closing date

**5pm - 5<sup>th</sup> August 2022**

## First stage interviews

**W/C 15<sup>th</sup> August 2022**

All successful candidates will have been contacted by 12/08/2022. If you have not heard from us by this date, please assume your application has been unsuccessful.

We are an equal opportunities employer and we welcome applications from all suitably qualified persons regardless of their sex; religious or similar philosophical belief; political opinion; race; age; sexual orientation; whether they are married or are in a civil partnership; whether they are disabled; whether they have undergone, are undergoing or intend to undergo gender reassignment. We strive to ensure that our staff represent people from all backgrounds; this is not only the right thing to do but will ensure that we can achieve the best results for the communities that our organisation serves.

