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## Job Description - Youth Consultant

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<b>Job Title:</b>	Youth Consultant
<b>Salary Grade:</b>	National Minimum Wage
<b>Hours:</b>	Minimum of 5 hours a month but may be up to 10 hours per month, (flexible working basis -including occasional evening and weekends)
<b>Location:</b>	Hopton Park, Devizes
<b>Supervisor:</b>	Community Development Officer

### Job Purpose

The Youth Consultants will play a significant role in ensuring that the voices and experiences of young people are fully represented and listened to across all of the Children and Young Peoples work delivered across Wiltshire.

### Main Responsibilities

- Co-producing and co-delivering training and materials for workers and young people
- Leading participation activities such as surveys and consultation events (including Youth Union)
- Reviewing documents to ensure they are jargon-free and youth-friendly
- Attending meetings with key decision makers
- Auditing teams (i.e. conducting walkabouts)
- Advising Wiltshire Council and other organisations and partnerships on what is needed to improve services
- Planning partnership-wide workshops and events
- Delivering activities that encourage participation by children and young people
- Supporting Members of Youth Parliament with campaigns
- Promoting positive stories for young people through social media
- Supporting the recruitment and selection of senior staff within the local authority

## General Duties

We appreciate that people have different skills, so we expect some people may not feel able to do all tasks above. We will support your development in the role in order for you to try new activities and develop your skills.

The post-holder will contribute to achieving the overall mission of Community First.

- Participate in the team working approach of Community First
- Take responsibility for her / his own development, inform the line manager of any development needs and take part in prescribed development activities
- Work within the agreed policies and procedures of Community First
- Carry out such other general duties as shall be determined by the Chief Executive. Support other members of staff as required by the workload and by absences due to leave, sickness etc.
- Ensure that office security is maintained and confidences are not breached.
- Promote an alert approach to Health and Safety at Work matters and maintain compliance with the terms of the Hopton Fire Certificate.

Community First is committed to Equal Opportunities and the post holder is expected to be familiar with the Equal Opportunities Policy and to complete his or her duties in a manner consistent with this policy.

This job description does not form part of the contract of employment but indicates how the contract should be performed. The job description will be subject to review and amendment in the light of experience and in consultation with the post as part of the annual appraisal process. The responsibilities attached to the post may vary from time to time without changing the general character of the duties or the level of responsibility entailed. Such variations are a common occurrence and would not in themselves justify the re-evaluation of a post. In cases, however, where a permanent and substantial change in the duties of the post occurs, consistent with a higher level of responsibility, then the post would be eligible for re-evaluation.