



## **Job Description**

<b>Name of Organisation:</b>	Barking and Dagenham Council for Voluntary Services
<b>Job Title:</b>	Young Londoners Network Co-ordinator
<b>Responsible to:</b>	Chief Executive
<b>Responsible for:</b>	Volunteers
<b>Working hours:</b>	21 hours
<b>Salary:</b>	£24,875 pro rata JNC 16 Youth Worker Scale
<b>Location:</b>	Barking and Dagenham and Havering
<b>Special conditions:</b>	Occasional evening and weekend work

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### **Main Duties**

**To develop the capacity of new and existing not-for-profit organisations in the boroughs of Barking and Dagenham and Havering, by providing high quality information, training and developmental support.**

**To ensure smooth and successful operation of Young Londoners Project; achieving its targets and developing partnerships with organisations in London boroughs.**

### **Specific duties**

1. To provide capacity building support to children and young people's projects at all stages of development and especially those wishing to access funding from the Young Londoners Fund
2. To map children's and young people projects and services in the boroughs and compare against demographics and changing needs
3. To develop and deliver organisational support to organisations including business planning, governance, quality assurance, profile raising, funding and bidding/tendering;
4. To work with colleagues to implement systems for measuring, monitoring and evaluating the effectiveness of capacity building approaches;
5. Recruit children and young people from participating organisations and ensure their engagement in the project demonstrates their 'lived experience'.
6. To champion and promote the inclusion of children and young people's organisations in local, regional and strategic discussions



7. To support agencies to engage in strategic representation meetings, consultations and policy discussions
8. To horizon scan for policy, legislative changes in the field of children and young people's services
9. Promote and publicise the project and the work of partners, through the creation of promotional materials and the convening, chairing, and providing the secretariat where appropriate for borough based and cross borough networking meetings
10. To effectively manage a portfolio of casework with competing demands and produce monitoring reports as required
11. To contribute to updating the organisation's website, e-bulletins, newsletters and other publications to promote good practice
12. Ensure new partners are identified and recruited and relationship with existing partners are maintained.
13. Liaise and develop partnerships with Youth Centres, Children's Centres, schools, colleges, GPs, Children's Social Services, other Young Londoners Fund projects, etc.
14. Monitor and record achievement of targets and indicators
15. Prepare progress and evaluation report for funder, trustees and other stakeholders.
16. Support BDCVS and partner agencies in gaining London Youth Quality Mark

## **Other Duties**

1. To participate in BDCVS staff meetings, maintaining a high level of professionalism and contributing skills and knowledge towards best practice for the organisation.
2. To attend supervision and appraisal meetings and other relevant activities.
3. To be administratively self-servicing
4. Work flexibly as agreed to meet the demands of the service – this may involve evening and weekend work.
5. Maintain confidentiality in all matters relating to the work of the organisation and members.
6. Comply with BDCVS's policies and procedures.
7. Positively promote BDCVS and its work.
8. Undertake any other work as maybe reasonably requested.