

# Job Description: Youth Engagement Officer



**Duration:** Permanent, 37.5hrs per week

**Location:** ACN Scotland Office, Motherwell

**Reporting to:** Manager of Operations for Scotland

**Department:** Community Outreach

**Key working relationships:** Communications & Outreach Lead, Events Administrator, Youth & Membership Lead England & Wales, Resources Development Lead, Administrative Assistant in Scotland. Fundraising & Marketing Team.

## Purpose of the job

This is a great opportunity for someone who's passionate about growing Aid to the Church in Need's presence in the school and youth community, ensuring we are at the centre of their work.

You will deliver a range of opportunities and activities to build and engage schools and youth groups across the whole of Scotland. You will develop positive relationships with schools and youth groups, so that our work and resources are made visible and used throughout Scotland.

You will play a key role in providing first point of contact for all school and youth engagement with ACN. You will also work closely with colleagues across the organisation to deliver and engage young people in our largest youth event in Scotland, *The Scottish Youth Rally*.

## Why work at Aid to the Church in Need?

ACN is a Catholic charity bringing spiritual and practical help to Christians – especially those who are persecuted for their beliefs. We carry out our mission of reconciliation and love through local Church partners: supporting priests, Sisters and catechists, building churches, providing transport, training seminarians, and providing religious literature and media - as well as supplying emergency aid for Christians struggling to survive or fleeing persecution. ACN also advocates on behalf of suffering Christians denied a voice. Through prayer, information and action we are keeping the Faith alive in a troubled world.

Your role would help inform and engage young people to learn about who we are, to become ambassadors for our work in their community, and to become advocates that pray, share our stories and fundraise to support our work.

## **Key Responsibilities**

- Begin, develop and maintain relationships with primary and secondary schools, and youth settings
- To educate stakeholders on the benefits of implementing a membership group in an engaging and persuasive way
- Promote the ACN Youth Membership programme at all possible opportunities
- Work closely with schools to support them in delivering the ACN Youth Membership programme in their setting
- Contribute and deliver a strategy that reaches a high volume of schools using methods that are effective in influencing continued engagement
- Be the first point of contact for schools and youth groups, answering enquiries and questions about what ACN offer and the ACN Youth Membership programme. As well as proactively contacting schools via calls and email to seek meetings with key personnel to discover opportunities to share our work
- Deliver assemblies online or in person at school and youth settings through dynamic and engaging presentations
- Prepare a quarterly newsletter informing schools and youth settings of new or updated resources, events and good news.
- Maintaining social media accounts up to date with youth activities and resources
- Monitor and analyse the use of the resources and collaborate with colleagues to identify improvement areas
- Attend educational conference and meetings to learn about Scotland-wide initiatives and/or to deliver a presentation on the work of ACN and the benefits of ACN Youth Membership.

## **Other areas of responsibility**

- Committed to ensuring that all activity and engagement with young people complies with safeguarding legislation, policies and procedures, with their wellbeing at the forefront of your work
- Managing your own diary to maximise your activity in schools and youth settings
- Manage the scheduling of activity across project workstreams, ensuring effective reporting to your manager and other stakeholders
- Report progress weekly at meetings, written reports and presentations
- Build and maintain data of all schools and individuals to build better ongoing relationships with stakeholders
- Comply with data protection legislation and act responsibly on matter of data disclosure, both internally and to third parties
- Professionally and positively represent the organisation at all times
- Support organisation-wide initiatives to facilitate cross-team working
- Proactively contribute to the effectiveness of meetings, knowledge sharing and staff development

- Take reasonable care of their own health and safety and for that of others who might be affected by their work, as required by law and described in the relevant operating procedures and policies
- Undertake any other duties and reasonable requests that are in keeping with the nature of this post

## **Person Specification:**

### **Experience**

- Experience of working with young people and creating opportunities for them to lead and have their voice heard
- Experience of understanding and communicating with different audiences
- Experience of digital platforms to build and engage networks and communities
- Experience of public speaking, especially to young people

### **Knowledge, skills and understanding**

- Empathy for and understanding of the needs of young people
- An understanding and belief in the inclusion of all staff, partners and young people irrespective of religion and experience
- Knowledge of the Roman Catholic faith and ability to lead prayer in schools and youth settings
- An understanding of safeguarding
- Ability to understand and communicate the needs of young people to a range of stakeholders
- Excellent written and verbal communication, including the ability to communicate effectively with external stakeholders
- Excellent time management and strong organisational skills; enabling you to handle matters efficiently and proactively
- Strong attention to detail, accurate spelling and good writing skills
- IT skills including Microsoft Outlook, Excel, Word and PowerPoint
- Capable of developing, maintaining, and reviewing processes to achieve maximum productivity
- Discretion and judgement, and experience of dealing with sensitive information

### **Personal qualities**

- A pro-active approach, self-motivated and enthusiastic with very high levels of initiative, innovative and imaginative thinking
- Excellent interpersonal skills and good at developing relationships
- Good understanding of different audiences
- A passion for the youth sector and strengthening the ACN youth brand

- Excellent influencing and persuading skills
- Robust decision-making skills
- Able to take personal accountability for key work areas and understand other people's accountabilities within work areas to inform progress, planning and decision making
- Able to identify cause and effect relationships and take a solution focussed approach
- Be open, friendly and positive in all dealings with staff and external partners
- Be willing to learn and adapt and change priorities to best serve the needs of ACN and the Scottish team

A driving licence and access to a car and a willingness to travel and work irregular hours when necessary.