

# Job Description



## 1 Job details

<b>Job title:</b>	<b>Youth Engagement Co-ordinator</b> (Fixed-term to August 2026)
<b>Team:</b>	Education and Youth
<b>Directorate:</b>	Access and Learning
<b>Post number:</b>	TBC
<b>Hours per week:</b>	37
<b>Grade:</b>	Band 4
<b>Base:</b>	Lymington Town Hall, Lymington
<b>Accountable to:</b>	Lead Education and Youth Officer
<b>Responsible for:</b>	No line management responsibility
<b>Budget Responsible Officer (BRO):</b>	No
<b>Car user:</b>	Casual
<b>Politically restricted:</b>	No
<b>Does this post involve working with children and/or vulnerable people?</b>	Yes
<b>Membership of professional body required:</b>	No
<b>Key liaisons:</b>	New Forest National Park Authority (NPA) staff, NPA members, volunteers and partner organisations, youth groups, schools and colleges, universities, community groups, education providers and landowners

## 2 Role summary

- 2.1 To play a key part in the delivery of a range of youth action programmes and activities making the New Forest National Park relevant and accessible to young people and giving everyone a voice in its future.
- 2.2 To work with local youth communities to support delivery of our youth ambition, enabling young people from diverse backgrounds to access the benefits of the National Park.

## 3 Main duties and responsibilities

- 3.1 Work with other NPA colleagues and those from external partner organisations to deliver a range of youth action programmes, e.g. "Youth for Climate and Nature" scheme, which includes wild champions, junior rangers and youth volunteering. Enable young people to experience the national park for the first time or in greater depth, with a strong focus on climate and nature recovery, health and wellbeing benefits and skills for green careers.
- 3.2 Work with the NPA's Youth Development Officer to support the delivery of youth for climate and nature festival, youth action residentials, youth voice programme and similar in-depth programmes, responding to ideas led by young people.

- 3.3 Work alongside the NPA's communications team to showcase and advertise opportunities for young people in the national park.
- 3.4 Assist education and youth team with the delivery of structured sessions for schools and youth groups.
- 3.5 Record and evaluate work done, numbers of people engaged with, positive impact of programmes in liaison with Youth Development Officer.
- 3.6 Supervise volunteering and work experience placements; this may include giving training where appropriate and will be supported by the volunteering team.
- 3.7 Help maintain equipment in a good condition, by ensuring it is kept clean, well maintained, used and stored correctly.
- 3.8 Work at a range of sites across the New Forest and beyond, including sensitive wildlife sites, ensuring activities are appropriate to enhance not diminish natural capital including wildlife value and ensuring that activities fall within any relevant restrictions or planning conditions, with guidance from education and youth team members and other experts.
- 3.9 Maintain good working relationships with communities, interest groups and partner organisations.
- 3.10 Follow all health and safety and lone working procedures, including carrying out risk assessment for activities and administering first aid where necessary.

#### **4 Problem solving**

- 4.1 High standards of customer and volunteer care, a varied work programme and delivering well planned, professional activities for young people will require prioritization of work and the need to manage a busy workload in an effective manner, focusing on key priorities sometimes without day to day supervision.
- 4.2 At times there will be a requirement to assess a situation with the public, environment, animals, health and safety and take the best course of action, being mindful of guidance and training given and referring to others as necessary (e.g. safely moving group members if approached by livestock on a guided walk).
- 4.3 At times there will be requirement to assess a situation should safeguarding concerns arise and take appropriate action, being mindful of guidance and training given and referring to others as necessary (e.g. participant experiences may trigger emotion response including erratic behaviour, danger to self or others or disclosure of personal information to group leader or other participants).
- 4.4 Requires up to date knowledge of the New Forest, high quality outdoor learning provision, safeguarding and best practice in youth work to deal appropriately with the needs of our audiences, consulting with other colleagues about best practice if unsure.

#### **5 Decision making**

- 5.1 Line manager sets targets and objectives in discussion with the post holder.
- 5.2 Make day to day decisions relating to the delivery of youth and community activities, including at times acting on own initiative, without being able to refer to line manager or other team members for guidance. Such decisions could impact the delivery of activities as well as impact on the individuals and groups participating in them. Decisions outside of the post holder's own knowledge should be referred to the line manager or other managers in their absence.

- 5.3 As a public facing role, some actions and decisions may affect how the NPA is perceived by some individuals. Guidance and training is given to assist in these situations.

## **6 Operational responsibility**

- 6.1 Responsible for the delivery of engagement activities to young people in the New Forest, as agreed with the line manager and Youth Development Officer.
- 6.2 Responsibility for volunteers and work experience placements assisting with youth engagement, with support from volunteering team.
- 6.3 Occasional access to sensitive and confidential information requiring a clear understanding of why such information is not yet in the public domain.

## **7 Communication**

- 7.1 The postholder will be skilled in communicating to a wide range of audiences, especially in education and youth sectors where engaging and differentiated resources and approaches will be needed based on the needs and abilities of the audience. They must be able to recognise when to adapt style to suit their audience.
- 7.2 Requires written skills using plain English in reports and correspondence and oral and interpersonal skills when dealing with people from different organisations and communities, including partner organisations, members/councillors, youth boards, local community groups, the media and the general public.
- 7.3 Internal 35% External 65%

## **8 Working conditions**

- 8.1 Work from an office base but will be required to spend much of their time elsewhere within and just outside the boundary of the National Park.
- 8.2 A need to work early or late in the day, at weekends and on Bank Holidays, to enable effective engagement with target audiences, with up to 30 such days a year, taking account of event programmes.
- 8.3 This post will involve working with young people or vulnerable adults and will require appropriate checks.
- 8.4 The position may involve contact with people with differing views to the NPA's policies, plans and objectives.
- 8.5 Risks are assessed and mitigated against in accordance with NPA policies.

## **9 General**

- 9.1 The post holder must at all times carry out their responsibilities with due regard to NPA policies and procedures.
- 9.2 All staff have a responsibility to participate in the NPA's Appraisal Scheme and to contribute to their own development, and the development of any staff they appraise or are responsible for.

## **10 Job description agreement**

- 10.1 The above Job Description is not intended to be exhaustive, the duties and responsibilities may therefore vary over time according to the changing needs of the service.

**Job holder's  
signature:**

\_\_\_\_\_

**Date**

\_\_\_\_\_

**Manager's  
signature:**

\_\_\_\_\_

**Date**

\_\_\_\_\_

# Person Specification

## Youth Engagement Co-ordinator

Criteria	Essential	Desirable	Assessed by
<b>Education / qualifications</b>			
Good general education to GCSE level (or equivalent) or comparable in terms of experience	Y		A
Youth work qualification or equivalent experience		Y	A
Have or be prepared to obtain a first aid certificate (preferably for first aid in the outdoors)	Y		A
<b>Experience</b>			
Demonstrable professional experience in a similar role, including work with young people in a range of environments/settings and over a period of time	Y		A / I
Experience of leading outdoor events and activities	Y		A / I
Experience of working with partner organisations from the public, private and/or voluntary sectors		Y	A / I
Experience of managing volunteers		Y	A / I
<b>Knowledge</b>			
Knowledge of safeguarding and of current trends in youth work and related fields	Y		A / I
Knowledge and awareness of stakeholder/partner organisations working within the fields of outdoor or climate education, youth work, careers and lifelong learning		Y	A / I
Knowledge of the natural and cultural heritage of the National Park or broader wildlife and sustainability knowledge		Y	A / I
<b>Skills</b>			
Strong communication and inter-personal skills, demonstrating understanding of audience needs	Y		A / I
Good organisational skills with ability to use own initiative	Y		A / I
IT literate using Microsoft and other IT applications, ability to adapt to new systems.	Y		A / I
<b>Impact and attributes</b>			
Ability to engage easily with young people, colleagues & others	Y		A / I
Keen team worker, can share ideas/ information with colleagues	Y		A / I
Valid driving licence and own transport	Y		A / I
Understands the need to treat sensitive information confidentially	Y		A / I
Public and political awareness in sensitive situations		Y	A / I
Able to work outside office hours	Y		A / I

Evidence assessed by key: **A** = Application form    **I** = Interview    **T** = Test / assessment / presentation