



Institute *for* Youth Work

Institute for Youth Work Development Officer

Job Title:	IYW Development Officer
Hours:	16 hours (2 days per week)
Contract:	2 years
Salary:	£32,000 pa (pro rata)
Pension:	6% Employer contribution, 2% Employee contribution
Based:	tbc (Home based with national travel)
Reports to:	Chair of Trustees
Key Relationships:	Chair and Council Members, Youth Work Register Steering Committee

About the role

An exciting opportunity to join the Institute for Youth Work – the Professional Association for Youth Workers and those that espouse youth work methodologies and ethics in their work with young people.

In 2011 a group of organisations including the National Youth Agency (NYA), National Council of Voluntary Youth Services and the Young Foundation came together to consider the need for a professional Institute for Youth Work (IYW) through the Department for Education funded 'Catalyst' programme. Throughout the development process, a cross-sector 'support and challenge' group worked to inform and steer the development. In March 2013, the NYA's Board of Trustees voted to finance the development of the Institute with governance provided by the ETS committee supported by a non-executive council elected from within the membership. In April 2015 it was agreed that in order for the IYW to continue to develop, the elected council would take on the Governance of the IYW from the NYA, working as volunteers to build an independent organisation representing the membership voice in the debate about the future of the Youth Work profession.

We are recruiting our first paid employee. We are looking for an enthusiastic and talented Development Officer to work alongside the Council Members to realise and deliver our aims and [strategic objectives](#).

The role will:

- Build recognition of the value of youth & Community work
- Increase membership of and support for the IYW – including overseeing the development of a Register for Youth Workers
- Raise professional youth & community work standards

Job Description:

Key responsibilities:

- To work in accordance with the IYW Vision, Mission and Values as laid out in the [IYW Strategic Plan](#).
- To communicate effectively with the IYW membership, including the production of regular newsletters.
- Project managing the development of a national Register for Youth Workers and work with the independent steering group
- Coordinate the planning and implementation of IYW activities meeting all ethical, regulatory and legal requirements including GDPR
- Attend national and international conferences and other networking events as directed by the IYW Council
- To be able to work independently using own initiative, supported by regular supervision
- To liaise with partners across statutory, voluntary and private youth sectors to support IYW aims.
- To form effective working relationships with relevant sectors and partners
- To value and promote diversity and inclusion in the development of all work.

Other duties may from time to time be necessary, commensurate with the nature and grade of the post.

Person Specification:

Qualifications, Skills, Abilities	Essential/Desirable
Excellent interpersonal and communication skills, both written and verbal	E
Project management skills, strong administration and organisation	E
Ability to use own initiative and prioritise a varied workload	E
Excellent IT skills	E
Creative thinking and problem-solving ability	D
Research and report writing skill, and the ability to interpret and present data	D
Fundraising	E
Solution-focussed and person-centred outlook.	E
Ability to think and plan strategically	D
Ability to communicate effectively and relate to a range of stakeholders, external partners, and, particularly the statutory and voluntary youth sector	E
Minimum Level 3 qualification in an appropriate field	E
Knowledge/Experience	
Empathy with and support for the mission and aims of IYW	E
Knowledge and understanding of issues facing young people and the Youth Sector	D
Knowledge of government policy structures and initiatives in relation to young people	D
Competency in public speaking and presenting work to a variety of audiences	D
Other	
Full Driving Licence and access to a vehicle	D
Must be prepared to travel, primarily within agreed localities with occasional countryside travel and overnight stays.	E
Willingness to flexible hours, including evenings and weekend	E