



We Belong - Youth Development Officer

	Job Description
Role:	Youth Development Officer <ul style="list-style-type: none"> - Empowering young people - Access to Higher Education - Employability
Reporting to:	Programmes Manager
Organisation purpose:	<p>We Belong exists to ensure young migrants living in the UK are treated equally and fairly in the society they call home. We Belong works with and for young migrants to hold those in power to account and fight for wider reform.</p> <p>We do this by breaking down barriers through direct advocacy, strategic litigation, campaigning, equipping young migrants to be leaders and set agendas within the migration sector. We also provide support by giving accurate information on student finance rules, providing various opportunities and make referrals to organisations for young people to get the legal advice they need.</p>
Context	<p>We Belong team works exclusively with young people who have migrated to the UK and support young people who are impacted by hostile immigration policies and to enable these young people to challenge these policies themselves.</p>
Role purpose:	<p>The Youth Development Officer provides quality support for young migrants who have migrated to the UK and are seeking help in accessing higher education, post-education and employment options. The Youth Development Officer will listen to the needs of young people and ensure up to date opportunities are shared when responding to their individual needs. The Youth Development Officer supports by regularly checking in on young people who are affiliated with We Belong and provides a non-judgmental environment in which migrants are able to freely talk about the issues that affect them. The Youth Development Officer also provides accurate information for those who need it and engages young people in various We Belong activities. In addition, the Youth Development Officer will work with schools and colleges across London to raise awareness of the barriers to education and deliver We Belong's Schools Excellence Programme.</p>
Key accountabilities	Key activities/tasks
Working with clients	Upholding a positive, empowering approach to work with young people, including: <ul style="list-style-type: none"> • Working respectfully and non-judgementally to engage young people in We Belong work.

	<ul style="list-style-type: none"> • Encouraging participation when appropriate. • Maintaining appropriate, boundaries in relationships with young people. • Developing an understanding of and keeping up to date with relevant policy and legislation on student finance. • Developing understanding of post-education options for young people. • Practice deep listening to identify policy areas that are impacting young people. • Acting on safeguarding and risk information in line with We Belong policies and procedures. • Deliver university staff training. • Deliver assemblies to help raise awareness and promote the work of We Belong in secondary schools and colleges across London. • Attend careers fairs, secondary schools and colleges across London to help raise awareness and promote the work of We Belong. • Deliver Schools Excellence Programme. • Deliver Emerging Young Leaders Programme in collaboration with the London Community Engagement Officer. • Identify and recruit members for the core group in collaboration with the London Community Engagement Officer. • Supports London monthly gatherings. • Encourage, and signpost young people to apply for Sanctuary scholarships offered by universities. • Provide support and guidance to young people on UCAS applications and personal statements. • Provide support and guidance to young people on post-education and employment options that include apprenticeships, volunteering or work experience. • Host young people on work experience at We Belong’s London office.
<p>Partnership and team working</p>	<p>Maintaining effective liaison with colleagues working across We Belong and external organisations including:</p> <ul style="list-style-type: none"> • Attending and participating in team meetings and other events including training days. • Identify cases where policy and campaigning work could be undertaken. • Communicating with staff members to respond to themes and issues recurring from direct work with young people. • Collaborate with colleagues to ensure effective support and assistance for young people. • Contributing frontline experience to We Belong campaigns and sector change work. • Engaging with the team to support the Annual Youth Summit. • Networking and building relationship with external professionals and agencies supporting young people e.g. schools, universities, SLC, UCAS and corporates (employability). • Engaging with and build long-term relationships with universities that result in the creation of scholarships separate to Sanctuary scholarships. • Initiating relationships with others in the youth sector. For example, by actively participating in youth sector conferences, workshops, or networking events to meet and connect with professionals, proactively reaching out to key stakeholders in the youth sector to explore potential partnerships or collaborations. • Supporting the delivery of monthly gatherings for young people.

	<ul style="list-style-type: none"> • Work with and support co-producers in delivering on organisational outcomes.
Outreach work and external communications	<p>Providing high quality support to young people and raising awareness of and support for the work of the organisation, including:</p> <ul style="list-style-type: none"> • Developing and communicating with a network of young people to build confidence and empower them to take action on issues important to them. • Conduct regular check-ins with young people. • Supporting, training and developing young people to become leaders. • Working collaboratively with Community Engagement Officer, Core Group and Co-Producers to plan, organise and deliver training events and other group activities in schools and external organisations. • Communicating with external organisations and stakeholders in a clear and professional manner. • Supporting all relevant communications activity across online and offline media.
General responsibilities	<ul style="list-style-type: none"> • Attending and participating in internal meetings as required. • Being a positive, cooperative and constructive team member, upholding the values of We Belong, complying with We Belong’s monitoring and recording requirements. • Representing and promoting the organisation’s work positively. • Carrying out all work with due regard to We Belong’s policies and procedures, including safeguarding and staff safety. • Promoting Equality and Diversity principles in all aspects of work.
Other duties	<ul style="list-style-type: none"> • Carrying out any other duties which fall reasonably within this role.

	Person Specification	
	Essential (must have in order to carry out the work)	Desirable (not essential but preferable)
<p>Knowledge</p> <ul style="list-style-type: none"> • Understanding of the principles and practice of youth participation. • Knowledge of student finance rules and regulation. • Knowledge of other organisations working in the sector. 	x	x x
<p>Experience</p> <ul style="list-style-type: none"> • Experience of providing information and advocacy to young people. • Experience working with young people. • Demonstrate passion for youth development and immigration issues. 	x	x x

<p>Qualifications and training</p> <ul style="list-style-type: none"> • Relevant qualifications/training to the post. 		<p>x</p>
<p>Skills and abilities</p> <ul style="list-style-type: none"> • Ability to develop relationships with and relate to a diverse range of young people. • Skills in providing information, and assistance. • Excellent verbal and written communication skills. • Ability to plan, record and organise work. • Ability to work effectively in a team. • Ability to create effective working relationships with other professionals. • Ability to understand relevant legislation and policy. • Ability to represent We Belong at external meetings. 	<p>x</p> <p>x</p> <p>x</p> <p>x</p> <p>x</p> <p>x</p> <p>x</p>	
<p>Qualities</p> <ul style="list-style-type: none"> • Energetic, self-motivated, and organised individual who is prepared to throw themselves into the work of We Belong, work collaboratively and uphold our mission, vision and values. • Compassionate and supportive individual who can provide nurturing care and guidance to young people. • Creative and enthusiastic thinker that is able to support their team to examine cases and identify options that will enhance opportunities for young people. • Resilient, emotionally intelligent individual who understands the nature of working with young migrants and is able to work in a professional manner. • Empathy and cultural sensitivity. 	<p>x</p> <p>x</p> <p>x</p> <p>x</p> <p>x</p>	
<p>Other requirements</p> <ul style="list-style-type: none"> • Prepared to work out of hours occasionally. • Prepared to travel occasionally to visit our Manchester Hub. • Willing to attend training. 	<p>x</p> <p>x</p> <p>x</p>	