



**JOB DESCRIPTION**  
**Youth Leader - Young People's Forum**  
**West Berkshire**

<b>General:</b>	The Rose Road Association is a Registered charity whose aims are to enhance the lives of disabled children, adults and their families by providing a wide range of essential information and support services across Hampshire and the surrounding counties. The post holder will be expected to operate in line with our workplace values which are: Working Together, Person Centred, Trust and Respect, Pride and Passion, Quality and Standards, Fun and Celebration.
<b>Responsible to:</b>	Family Services Manager
<b>Hours:</b>	20 hours per month
<b>Salary:</b>	£21,164 pro-rata (£11.00 per hour)
<b>Conditions &amp; Benefits</b>	<p>The Rose Road Association is an equal opportunities employer. All staff undergo regular Supervision and an annual appraisal. Normal Association conditions of service apply:</p> <ul style="list-style-type: none"><li>• 25 days annual leave per annum, rising to 28 days after five years continuous service.</li><li>• Contributory pension scheme</li><li>• Paid sickness (following 3 months service)</li><li>• Training and Development</li><li>• Employee Benefit Programme</li></ul>
<b>Closing Date:</b>	17 <sup>th</sup> November 2019
<b>Interview Date</b>	w/c 18 <sup>th</sup> November 2019
<b>DBS Check:</b>	This post is subject to an Enhanced Disclosure by the Disclosure & Barring Service

**Purpose:** To run an effective Youth Forum in West Berkshire. The forum is the voice for the young people of West Berkshire aged 16-25 who have a disability or Special Educational Needs (SEN). Its focus is to increase awareness and participate in strategic decision making with West Berkshire Council. The aspiration is to make West Berks a better place for disabled young people and those with SEN to live.

The role will be home based, with travel around West Berkshire.

**Main tasks:** Set up and manage six activity sessions a year, one per half term for young people aged 14-25 with SEN/disabilities.

Young people will be invited to socialise with their peers in a safe environment and to find out about the Youth Forum Steering Group.

Planning the activity programme, liaising with venues and organising the events, including refreshments. Creating a fun atmosphere, where young people can socialise in a safe environment.

Liaising with local authority decision makers to encourage participation of young people in decision making around services.

Create a Youth Forum steering group for a select number of young people that will meet 6 times a year, one per half term. The focus of this group is for young people with SEN/Disabilities be able to attend meetings and contribute to Local Authority, health and social care decisions that are being made.

Promote the Youth forum by visiting schools, colleges and clubs and engaging with young people.

Prepare promotional material for printing and distribution and manage an active social media presence.

Work with affiliate members from other youth led organisations and volunteers, overseeing the sessions to ensure safety of participants.

## PERSON SPECIFICATION – What we need from you Youth Leader for the West Berkshire Youth Forum

This section outlines the things we need from a Youth Leader.  
You'll see that we don't always need specific qualifications or experience, but  
you will need to be able to demonstrate certain personal qualities.

The essential criteria are things that you must have in order to do the job.  
Desirable criteria are the things that it would be useful to have or things that  
you could be trained to do.

<b>Acheivements, experience, skills &amp; abilities</b>	
<b>Essential Criteria</b>	<b>Desirable Criteria</b>
A calm and well organised person capable of giving clear boundaries to young people.	Experience in working with people with SEN/Disabilities in either a care or educational setting.
Ability to communicate with young people and gain and enhance their aspirations and outcomes.	Local knowledge of a range of services in the community that support families with disabled children
An understanding of the issues faced by young people with SEN/Disabilities.	
To network and build relationships with key stakeholders in West Berkshire.	
To demonstrate a welcoming and effective manner	
To be self-motivated	
Positive and non-judgemental when dealing with difficult situations.	

<b>Values and Behaviours</b>
The 'I' statements describe the values and essential behaviours that we believe in at Rose Road and they apply to all staff, volunteers, trustees and the people who use our services
<p>Our Values</p> <ul style="list-style-type: none"> <li>• Working Together</li> <li>• Trust and Respect</li> <li>• Person Centred</li> <li>• Pride and Passion</li> <li>• Quality and Standards</li> </ul>

- Fun and Celebration

Our behaviours

**I will actively Listen**, to whatever is communicated to me: by gesture, facial expression, body tension or posture, sign language, objects of reference, in writing or voice. I will try to the best of my ability to understand and respond in a timely and respectful way.

**I will respect others**, I respect and treat others, as I would wish to be respected and treated myself. I will be honest, open and trustworthy

**I will involve others**, I involve individuals in coming to decisions that affect them, I offer choice and opportunities and encourage independence.

**I will take pride in my everyday work**, I participate and contribute to the best of my ability and share my experience willingly and freely

**I will work to the best of my ability**, I listen to feedback and strive to achieve high standards in my practice

**I will find things to celebrate**, I recognise that all achievements, no matter how small they might be are cause for celebration.

