

Post: Youth and Education Officer
Hours: Full-time
Salary: £25,500 per annum (4 years fixed term contract)

Reporting to: Training and Education Manager
Location: Liverpool head office & work where required,
including travelling

Primary purpose of job:

This role's main overall responsibilities will be the Savera UK Youth and Education programme and facilitating and supporting Savera UK Youth Advisory Board with their engagement activities, campaign and programmes.

Responsibilities

Education:

- The delivery of our Youth education programme.
- The development of any education programmes alongside the Training & Education Manager and other members of the Savera UK team.
- Use creative and interactive methods to deliver Savera UK Youth education programmes/awareness to different age groups and needs.
- Liaise and engage with schools and other education settings to deliver Savera UK education programmes.
- Run regular focus groups to gain knowledge and feedback on the effectiveness of our education sessions and to help improve development and delivery.
- Be the main point of contact for our youth and education programme and activities

Youth Engagement & Youth Advisory Board:

- Facilitate Savera UK Youth Advisory Board in terms of their activities, campaigns and communication on HBA and harmful practices, in line with the organisational strategy.
- Facilitate all youth engagement and activities programmes.

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- Work closely with Savera UK communications team to deliver relevant communication and campaigns for the Savera UK youth.
- Liaise with relevant agencies/services to partner with Savera UK Youth and the Youth Advisory Board.
- Facilitate and coordinate the logistics of Savera UK Youth events/activities as part of their action and activity plan.
- Recruit young people to participate in our youth engagement programmes and activities and encourage them to join Savera UK Youth Advisory Board.

Management and Reporting:

- Be responsible for informing and communicating to your line manager of any urgent issues arising that may require management intervention (e.g. safeguarding, professionals challenges) and any cultural challenges need to be communicated to offer appropriate response.
- Respond to all requests within a timely manner.
- Report and have regular supervisions with line manager or other relevant supervision and other staff wellbeing.
- Be responsible for managing and prioritising your own work and any other wider responsibilities requested and be aware of one's own limits and seek supervision and advice accordingly.
- Ensure the service is accessible to all those requiring our intervention, support, advice and information (clients, professionals).

Organisation and Development:

The post-holder will:

- Be sensitive and vigilant to cultural, religious and personal circumstances, at all times.
- Maintain confidentiality and safeguarding at all times for all, including staff and volunteers and seek consent at all times when using confidential details.
- Ensure that all materials and communications used are accurate and always represent and reflect the Savera UK branding.
- Maintain and advance the public profile of Savera UK.
- Adhere to and work within Savera UK's policies and procedures.

General and Other:

The post-holder will:

- Undertake any training as identified and approved by their line manager and/or senior management.
- Participate in staff meetings, and any other appropriate meetings.
- Carry out any other duties, as required by the line manager, senior management team and the Savera UK Board of Directors.

Review Arrangements:

The details contained in this job description reflect the content of this job at the date of being prepared. It is, however, possible that over time the nature of the job will change. At that time, the CEO/Savera UK Board will expect to revise this job description, in consultation with the post holder.

Personal Specification:

Savera UK does not offer sponsorship for overseas workers. All candidates must have the right to live and work in the UK prior to applying.

The successful applicant requires the following experience:

Criteria Number	Essential Skills	Desirable
Qualification & Experiences	<ul style="list-style-type: none"> • You do not need to be a specialist, or have in depth experience of 'honour'-based abuse and harmful practices. • However, you are required to have experiences and expertise in working within education settings and with young people. • Experience delivering and facilitating workshops • Experience in creating a range of activities to help young people learn and engage both within education and community settings. • Relevant training/qualification, that will support your work in this area e.g. Diploma in Youth Work practice, Diploma/Degree level in education 	

<p>Skills, communication & abilities</p>	<ul style="list-style-type: none"> • Understand the importance of an organisation's communication and branding, and attention to detail. • Recognise the importance of learning from experience. • Excellent interpersonal communication skills to work across all levels of the organisation, with good oral and written communication. • Evidence of working under pressure. • Excellent organisational and time management skills. Be flexible and adaptable to working outside working hours, when necessary. • Effectively present information to a variety of audiences. • Excellent computer skills and proficiency in Microsoft Office. 	<p>Good level of numeracy.</p>
<p>Personal Qualities</p>	<ul style="list-style-type: none"> • Show resilience and be calm under pressure. • Be compassionate and commit to the aims and objectives of the service and Savera UK. • Inspire and embrace change. • A positive attitude and open-mind; client-focused to make a difference. • Show sensitivity and thoughtfulness and able to work within Savera UK values • Work independently 	<p>A car owner and a valid UK licence holder.</p>
<p>Knowledge</p>	<ul style="list-style-type: none"> • Understand the importance of risk assessments/ safety measures and planning. • Understand the principles of safeguarding • Knowledge of GDPR. 	<p>Quick learner.</p>
<p>Any other requirement</p>	<ul style="list-style-type: none"> • Demonstrated commitment to high professional ethical standards and a diverse workplace. 	

How to apply

We encourage individuals from any community to apply, in particular those from underrepresented groups. In order to be appointed to this post, please note that a Disclosure & Barring Service check (DBS) will be required for this post, alongside an up to date reference.

Savera UK is an Equal Opportunities employer.

We will consider applications from candidates who have comparable qualifications and experience for the role advertised.

Please send a **CV and covering letter**, outlining your suitability for the post.

Applications that **don't include a covering letter**, as specified, **will be automatically rejected**. Following receiving your CV and covering letter, we



may ask you to complete a further application form, to help us gather further information.

Ensure your covering letter clearly relates to the essential specification required for the role, as detailed above.

Closing date for applications: 12pm on Tuesday 21st November.

All applications will be treated in strictest confidence.
To apply, send your CV and covering letter to Jess on jessica@saverauk.co.uk

For an enquiries, please contact jessica@saverauk.co.uk

Registered address: 151 Dale Street, Liverpool L2 2AH

Company Number 7564891 Charity Number 1145564

About Savera UK

Savera UK is a registered charity (No. 1145464). Savera UK, working to end 'honour'-based abuse (HBA) and all harmful practices, through direct interventions and safeguarding, advocacy, education, engagement, awareness-raising and campaigning for policy, attitude and behaviour change

Vision

A world without 'honour'-based abuse and harmful practices

Mission

We will end 'honour'-based abuse and harmful practices

Values

Respect: We respect the views of others and ensure we listen and make an effort to understand other people's opinions, while challenging harmful attitudes which do not align with Savera UK values

Inclusive: We value the importance of culture and are committed to creating a fair, understanding and accessible environment within and outside of Savera UK.

Compassion: We work with empathy and solicitude and provide a safe and supportive environment. We will go the extra mile ensuring needs and safety are met, no matter how challenging it may be.

Innovation: We are leaders in driving a movement of change and use our unique, specialist knowledge to inform how we approach this. We value an original and creative approach to problem-solving and are receptive to new ideas.

Ambition: We are led by our strong belief that everyone has the right to safety and security without living in fear. We strive to transform lives, change attitudes, deliver outstanding services and inspire change that has the power to save lives.

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This post has been made possible as a result of our successful application to the National Lottery Community Fund.

