JOB DESCRIPTION

South Downs
National Park Authority

Job title:	**Youth Engagement Officer**
Directorate:	**Countryside Policy and Management**
Grade:	**4**

JOB CONTEXT / DIMENSIONS / RELATIONSHIPS:

Reports to:	Strategy Lead
Manages:	Relevant project staff
Liaison with:	All relevant stakeholders, internal and external

JOB PURPOSE:

Work with partners to develop and deliver the SDNPA approach to youth engagement in support of relevant South Downs National Park Authority priorities

KEY ACCOUNTABILITIES:

- Facilitate, develop and support the SDNPA's learning network
    - Develop, design and implement training programmes
    - Develop and maintain content for online platforms
- Design and deliver specific elements of work; including developing high quality resources to support outcomes. These include:
    - school and youth engagement activity sessions
    - youth ambassador and youth voice programme
- Management and promotion of grant funding schemes relevant to the job role
- Contribute to the development and implementation of programmes, projects and policies across all areas of responsibility
- Effectively communicate with stakeholders to support outcomes for youth engagement and development
- Provide reports and regular updates on progress to including monitoring and evaluation data
- Represent the SDNPA at external events, partnerships, networks, committees and other meetings
- Other tasks requested by the SDNPA, in line with the grading of this post

Requirement of the post:
- Due to the nature of the role, employment is subject to a satisfactory enhanced disclosure from the Disclosure and Barring Service (DBS)
- Some evening and weekend working

CORPORATE RESPONSIBILITIES

Maintain awareness of and compliance with the ethical, legal and policy framework within which the organisation operates including, but not limited to:

- Authority Purposes and Duty
- Performance Development Review Scheme
- National Park Circular 2010 and any subsequent updates
- Data Protection requirements including General Data Protection Regulations (GDPR)
- Freedom of Information Act
- Officers Code of Conduct
- Member/Officer Protocol
- Health and Safety Policies and Procedures
- Equality and Diversity Policy
- Information Technology User Policy
- Information Security Policy
- All policies/procedures and guidance related to the designated role