

## Job Description

**Post:** Project Officer (Changing Futures)

**Salary:** £8,736 per annum

**Hours:** 12 hours per week (Part time)

**Terms and Conditions:** Fixed term post up to 30<sup>th</sup> July 2028

**Responsible To:** Programme Manager

**Responsible For:** Volunteers

### Job Purpose:

1. To reduce the impact of youth violence and gang related crime through a transformational process of development work with targeted peer groups in identified high risk neighbourhoods/wards in Tower Hamlets.
2. To engage and work with 'hard to reach'/disaffected young people (YP) who are NEET and/or ex-offenders or those at risk of becoming involved in youth violence or being groomed/exploited by gangs.
3. To plan and deliver structured programmes with the objective to improving quality of life, education, sense of citizenship and leadership skills. To provide group sessions and 1-2-1 mentoring to improve cognitive skills, decision making and resilience.
4. To work with the communities and stakeholders to have a significant impact on the lives of young people and identify solutions, to promote cohesion and intergeneration work
5. To respond to gang/group conflict by forming a mediation team with local volunteers. To work closely with LBTH, Safer Neighbourhood Teams, and RSL's, and ASB Teams, to quickly respond, de-escalate, mediate and resolve conflicts.
6. To be responsible for the planning, delivery, control and monitoring of the programme.
7. To be responsible for the achievement of all programme goals, measurable outcomes and outputs.

### Main duties and responsibilities:

#### General

1. Work towards positive engagement and reducing anti-social or criminal behaviour by facilitating young people's learning, personal and social development. Enable young people to organise and take co-responsibility for activities, events and projects. Building a strong relationships with young people and community and working accordance with the core values of youth work

2. To ensure that all workshops, training and group sessions are delivered by the agreed time according to the programme annual delivery plan.
3. Management and supervision of volunteers to ensure effective performance.
4. To be available to work unsociable hours and occasional weekends when necessary

### **Changing Futures Programme**

1. To identify and work with 720 marginalised YP at risk or involved in criminal activities, violence and knife crime by July 2028.
2. To ensure that all workshops, training and group sessions are delivered by the agreed time according to the programme annual delivery plan.
3. To develop local strategies and organise community events which contribute to a more cohesive community.
4. To incorporate the following in the programme through consultation and involvement of volunteer peer workers; accredited and non-accredited training, educational workshops, group excursions & activities, personal development plans and engagement with the wider community.
5. To be responsible for the delivery of the Changing Future's programme and meeting all agreed KPIs and outcomes; including recruitment of peer workers, Attainment of peer workers and meeting the accredited & recorded target outcomes
7. To maintain accurate recording notes. All records to be updated weekly for inspection by Project Manager including, work plans, sessions reports, attendance records, individual assessments, supervision notes and both internal & external reports

### **Outreach and Mediation**

1. Organise and facilitate group work with identified groups of vulnerable young people in relation to mediation and resolution based interventions
2. To intervene directly in hotspot areas where violence is occurring and help to reduce it by working with the target groups.
3. To stay informed about conflicts and potential conflicts between groups of YP in local communities.

### **Planning and Delivery**

1. To work closely with the line management to plan, facilitate and deliver the programme within the agreed outputs and timeframe.

2. To inform and communicate with the line management if any changes, amendments or risks to the above arise.

### **Networking, Profiling and Representing**

1. To generate appropriate referrals to the programme by publicity, promotion and developing new networks and professional relationships with schools, key services and other agencies
2. To attend and represent the programme at agreed meetings and events
3. To liaise and network regularly with schools, PRU's, RSL's, partner organisations/agencies with regards to young people, follow-up work and development of new work.

### **Keep, Maintain and Track Accurate Data**

1. To be responsible for the development, upkeep & implementation of action plans, reviews, exit evaluations and monitoring information of all the clients using service monitoring forms.
2. To ensure that all relevant internal and external monitoring reports are submitted on time.
3. To regularly update the project manager as agreed on progress, risks and plans.

### **Other Duties**

1. To adhere to Osmani Trust policies & procedures
2. To ensure full participation in all internal meetings that may be deemed necessary as required by the post.
3. To undertake and complete training and personal developmental programmes/courses deemed necessary for the post.
4. To participate in Osmani Trust events, fundraising activities and other key programmes.
5. To carry out any other work allocated by the Manager across the various programmes.

## Person Specification

### Job Title: Project Officer (Changing Futures)

Knowledge/Skills/Abilities	How assessed	Essential/Desirable
1. A youth work or other relevant professional or academic qualification	Application	Essential
2. Knowledge and understanding of the needs of young people/ families who are disadvantaged (at risk) particularly in relation to crime and youth violence	Application & Interview	Essential
3. Proven track record of working with disadvantaged youth groups including gang members, those who may have been exposed to exploitation, involved in crime or those who may be on the verge of being expelled from education and have behavioural issues.	Application & Interview	Essential
4. Proven track record of ability to liaise and work in partnership with statutory bodies, police, PRUs and related agencies in a professional manner.	Application & Interview	Desirable
5. Understanding of safeguarding for children and vulnerable young adults	Application & Interview	Essential
6. Experience of working in culturally diverse communities	Application & Interview	Essential
7. Ability to write reports to a high standard	Application & Interview	Desirable
8. Experience of maintaining accurate data records and with a good level of competency in using Microsoft Word, Excel and Outlook	Application & Interview	Essential
9. Able to communicate verbally and in writing, clearly and confidently with a variety of people at different levels	Application & Interview	Desirable
10. Ability work on own initiative and within team	Application & Interview	Essential
11. Ability to be flexible and accommodating to the needs of the project/ organisation	Application & Interview	Essential
12. Flexibility to work weekends and evenings	Application & Interview	Essential