



Report to Town Council

Subject:	Charlbury Youth Ambassador
From:	Chris Potts
Date:	30/11/23
For information only	
Summary of decisions or actions requested (including timing): Support of project outlined below	
Financial implications: Possible grant funding	
Communications:	

The Town Council is facilitating the setting up of a Youth Council, so that young people have more of a voice in what is provided for them in Charlbury as there are limited activities in the town for teenagers, particularly in the winter months.

There is a further proposal that is being worked up, namely, to employ a Youth Ambassador to arrange and co-ordinate activities for teenagers and to act as a point of contact. It is envisaged as a part-time role – about 15 hours a week at an hourly rate of £15-£18 depending on experience. Details all to be worked out, but probably to be employed by the Thomas Gifford Trust/Community Centre. Applications will be made for grant funding to contribute to the salary cost, whilst crowd funding in Charlbury is another possibility.

Below is a first draft of a job description. This is a proposal that is being worked up, so we would welcome your views on the idea and in particular how it might work with the TC. I ask that the TC would support this initiative, and if you are happy for your name to be included in any application for grant funding?

Thank you

Charlbury Youth Ambassador

Contract Type: Approx. 15 hours per week depending on applicant; self-employed rolling contract; subject to funding approval from the community centre, Charlbury Town Council, West Oxfordshire District Council and Oxfordshire County Council.

Working Hours: The role requires a flexible working schedule to include evenings and weekends as required.

Pay Scale: £15 - £18/hour depending on experience.

Location: Charlbury Community Centre

Job Description:

To develop and deliver an engaging and inclusive youth programme, particularly for young people aged between 13 and 18 years old, including:

- A term time programme of social, mental and physical activities
- A holiday programme of social, mental and physical activities
- A programme linking young people with local paid and unpaid job opportunities
- A programme supporting self-directed hobbies and interests
- A travel fund allowing young people from low-income households to connect to other local centres (Chipping Norton, Witney, Woodstock and Oxford) by bus or train
- A feedback forum

The role will be based at the community centre and will also involve regular liaison with a wide range of local community organisations including:

- Charlbury Town Council (as trustees for the Nine Acres Recreation Ground and responsible for Charlbury Skatepark)
- Charlbury Town Youth Football Club
- Charlbury Cricket Club
- Charlbury Tennis Club
- Charlbury Canoe Club
- Charlbury Community Workshop
- St Mary's Church and the other local places of worship
- Charlbury Community Choir
- Charlbury Amateur Dramatics Society

In addition, the programme is expected to link in with regional and national programmes including Activities Oxfordshire, Army Cadets, Girlguides, National Saturday Club network, OXME, Air Cadets, Sea Cadets and Scouts.

The programme will also include talks by thought leaders in relevant and relatable topics, including talks by the emergency services and prospective employers.

To support some participants there may also be the need to liaise with teachers and youth workers.

The successful applicant will require exceptional social skills, organisational ability, experience of managing groups of young people, the ability to support other staff and volunteers involved in the programme, as well as a willingness to support and get involved with other centre activities if required. They must be flexible, have the ability to solve issues whilst being responsive to the needs of the organisations involved and those young people participating in the programme. They will also need to work with Executive Director, trustees and other stakeholders to ensure the best possible programme is being delivered at all times, and that the programme is accessible to all within the target age group.

Key Duties:

- Developing and delivering a costed youth programme as set out in the job description.
- Developing a means to measure the success of the programme and preparing and delivering a quarterly report to the Executive Director, trustees and other interested stakeholders. This report will include costed options to further improve the programme based on the feedback received.
- Preparing and maintaining a staff and volunteer rota in liaison with the Executive Director so that the programme is always adequately resourced.
- Supporting the other members of the community centre team where necessary to deliver other family focused activities involving children and young people.

- To carry out any other duties within the general scope of the post, as directed by the Executive Director.

All staff and volunteers are required to uphold equal opportunities and anti-oppressive practice; whilst upholding safeguarding policies and procedures as set out by the trust.

This is an outline job description and should not be regarded as an inflexible specification. Responsibilities will be reviewed periodically in line with the trust's priorities and duties may change or new duties be introduced after consultation with the post holder.