

LONDON BOROUGH OF LEWISHAM

JOB DESCRIPTION

Designation:	Youth Governance Apprentice	Grade:	Apprentice
Reports to (Designation):	Employment Project Co-ordinator	Grade:	P03
Directorate:	Place	Department:	Economy, Jobs and Partnerships

Main Purpose of the job:

The Jobs and Skills team is responsible for supporting local unemployed residents into work, increasing their skills, and working with local employers to secure new job opportunities for Lewisham residents. This role will be supporting the Youth Futures Foundation funded 'Connected Futures' programme, locally known as 'Elevate 100'. Elevate 100 is a youth-led employability programme, with a board of young people (youth action board) overseeing project decisions.

The role of the Youth Governance Apprentice will be to act as a full-time youth board member, ensuring that the voices of local young people, including our youth action board, is represented throughout the project.

Summary of Responsibilities and Personal Duties:

Job Responsibilities

1. To support the Youth Involvement Lead and the wider project team with administration tasks.
2. To support the Elevate 100 Youth Action Board in their decision-making by facilitating communication, gathering feedback, and relaying youth perspectives.
3. To represent both the project team and Youth Action Board during meetings with key partners and stakeholders.
4. To champion youth empowerment and ensure that young voices are central to all aspects of the project.
5. To support the upskilling and expansion of youth leadership within Elevate 100 and within the local community.
6. To actively participate in board meetings to oversee and guide the development and implementation of projects and initiatives.
7. To support with research into the issues facing local young people.
8. To support with the development of marketing content and materials.
9. Undertake general administration including word processing, printing and scanning.
10. Undertake administration for programme and project boards/meetings including organisation, minute taking and meeting follow up.
11. Undertake administration of team intranet sites to ensure they are current, accurate and fit for purpose.
12. To assist with updating social media platforms

Generic Responsibilities

1. To represent the Council at meetings and events to promote the employment of local residents.
2. To adhere to the Council's safeguarding policies and procedures
3. To maintain appropriate monitoring systems to track clients into jobs, training and work experience places.
4. To provide support in the planning and delivery of events
5. To assist in the preparation of external funding bids and project proposals.
6. To promote Equality of Opportunity and access to services at all times in line with the Council's Equal Opportunities policy.
7. To ensure that the operation of the scheme complies with all relevant statutory legislation
8. To undertake appropriate personal development in line with departmental needs and strategic plans, commensurate with the grade and scope of the post
9. To work toward the achievement of objectives / tasks mutually agreed and included within the individual and departmental work plans
10. To undertake any other duties commensurate with the grade and scope of the post as directed by the line manager
11. To be available to attend occasional weekend and evening events and /or meetings
12. Assist in carrying out the Council's environmental policy within the day to day activities of the post.

Internal Contacts: These include: Economy, Jobs and Partnerships team; HR; Children's Services; Adult Learning Lewisham; Adolescent Services.

External Contacts: This will include: Phoenix Community Housing, Circle Collective, Youth Futures Foundation, JCP, local employers, developers, contractors, colleges, employment and training providers.

To carry out the duties of the post with due regard to the Council's relevant policies, codes and procedures.

To carry out duties with due regard to the Council's values and behaviours

All employees are required to participate in Appraisal and Performance Management processes and to undertake appropriate training and development, including mandatory induction training, identified to enhance their work.

Undertake other duties, commensurate with the grade, as may reasonably be required.

Consideration will be given to restructuring the duties of this post for a disabled postholder.

THIS JOB DESCRIPTION MAY NEED TO BE AMENDED BY THE DIRECTORATE TO MEET
THE CHANGING NEEDS OF THE SERVICE.