**Job Vacancy Description - Dated November 2022**

**Post Title** Willington Youth Group Principal Organiser

**Vacancy description:** Willington Youth Group are seeking a principal organiser to assume the running of the club’s weekly meetings, to liaise with other relevant organisations and organise additional volunteer helpers.

**Background**

The current Willington Youth Club was founded in 2011, during the last ten years the Group have arranged a wide range of sporting, artistic and social activities.

These include an annual Xmas party, Halloween activities, painting and erecting promotional boards in the village centre for the raft race, carnival, armistice and Xmas celebrations.

We have had professional support for pottery, paper mache, encaustic art, card making, street dancing and football skills. We have had visits from the Lord Lieutenant of Derbyshire, our local MP, the Derbyshire Police Ozbox team and a member of Derby Magic Circle.

The members have organised impromptu concerts and talent shows, cooked cakes and cookies for the meetings and raised money for ‘Children in Need’, ‘Sport Relief’ and ‘Comic Relief’.

In addition to these main activities we have provided a range of activities for our members, photographs of some of these activities are shown on our web site. www.thewyc.org.uk

In 2019 the club was forced to close due to Covid restrictions and has so far not reopened.

For the last few years the club’s activities were largely driven and organised by two former parish councillors, both of these gentlemen are in their seventies and have decided that ‘younger blood’ is now required to continue to take the club forward.

Following discussions with a number of interested parties, in order to try to restart the club and take it forward, it was determined that a ‘paid position’ should be created. Funding has now been granted by the County’s Police and Crime Commissioner for a twelve month pilot.

The individual would work with existing volunteers in order to organise the weekly meetings and try to create a more sustainable structure for the future.

**Job Purpose**

To organise and supervise, with the assistance of the existing Voluntary Officers of Willington Youth Group, the weekly Youth Group meetings. This would include contacting and retaining companies and individuals who would attend the meeting to train and entertain the members who attend the sessions.

The meetings are held from 18:30 to 20:00 on a Wednesday evening in the Old School buildings on the Castleway in Willington.

The club operates during the periods of the Derbyshire County Council school terms.

The Post holder will also be required to establish links with the local Primary School (Willington Primary School) and relevant staff in the local state secondary school (John Port Academy), initial contacts would be the school’s Duke of Edinburgh’s Awards coordinator and the school’s Sports Leaders program coordinator.

The post holder would also be required to contact parents and members of the local community in order to recruit additional helpers for the weekly meetings.

**Qualifications and Experience**

Recent experience of working face to face with young people.

**Principal Contacts**

The post holder will work with the Willington Youth Group’s Secretary and Treasurer.

**Special Conditions**

The post is temporary for a period of three months and will be made permanent from this date, for a further nine months, at the sole discretion of the Willington Youth Group’s voluntary officers.

**Working Hours**

The post holder will be required to organise and supervise the weekly meeting, including set up and tidy up time this is anticipated to be approximately two and a half hours per week

The remaining work, of one and a half hours would be completed on a flexible timetable as required to fulfil the other duties of the role.

This post is for 4 hours per week for 40 week based on school terms. It is a requirement of the post that all holidays are taken outside the school terms.

**Disclosure and Barring Service**

The successful applicant will subject to a Disclosure and Barring Service Check. Any offer of employment will be subject to a clear return from the Disclosure and Barring Service.