



Mary's Youth Club Job Description Co-Producer Partner – Digital Marketing

Position Title	Co-Producer Partner – Digital Marketing
Hours Per Week	5 hours
Salary	£9.15 p/hour
Length of Contract	4 months
Purpose	To work directly with young people, as well as the staff team, and support the promotion of Youth Club activities through producing digital content for publication via a range of online channels
Availability	Evenings and/or weekends (available at least three evenings per week plus occasional weekends and daytime administration when necessary in order to plan and prepare)
Responsible to	Youth Development Worker
Working Relationships	CEO, Youth Development Manager , Youth Workers, Volunteers and session leaders
Location	Mary's Youth Club Marys (SMICP), Upper Street, Islington, N1 2TX

Principal Tasks & Responsibilities

1. Promoting weekly activities and events to young people aged 12-25 living in and around Islington. Promotion of activities will include: producing engaging content (written, video, audio) for Mary's web site and social media platforms.
2. Outreach, leaflet & flyer distribution, and building up Mary's Twitter account and Facebook page (including inviting 'Friends' and updating activities), targeting specific groups within the community.
3. Be a part of Co-Producers planning committee for youth-led events.
4. To support Mary's programme of face-to-face work with young people, and do interviews with young people to build stories and engaging content that encourages participation. (Comprising a minimum of two short interviews and/or activity stories per month.)
5. To operate alongside all Mary's staff, volunteers and others to plan the promotion of Mary's youth club activities.



6. To participate where possible in any youth work review and evaluation to help identify impact and benefits for young people.
7. Any other assistance, as required.

Key Requirements

- a) Commit to an agreed number of regular sessions / time allocation per week.
- b) To be punctual and fully prepared and appropriately dressed to deliver and/or support sessions.
- c) Actively and consistently demonstrate positive communication and model effective inter-personal skills and team working at Mary's.
- d) Contribute to ensuring the youth work programme has diversity, challenges discrimination, and works for justice and equality of opportunity.
- e) Be available for one-to-one support and team meetings.
- f) Contribute as part of a team to enable health & safety, safeguarding, risk assessment and security procedures to be followed within the delivery of youth work activities. Ensuring all policies and guidelines are followed accordingly.
- g) Support and assist in any necessary fundraising activities.

Training Opportunities

Mary's is committed to provide training and support to all staff and volunteers. You will be encouraged to access training that is identified to aid your personal and professional development. In some cases the training is provided free, however, where a fee is applicable, Mary's may ask for an in-kind contribution towards the cost of training in the form of additional hours of work.

Essential training includes:

- Safeguarding Children and Young People
- Building Health and Safety
- Data Protection
- Fire Regulations

Person Specification Co-Producer Partner

Skills

Requirement	Essential/Desirable
Ability to work with manager and staff to develop in key areas of personal specification of the role	Essential
Ability to engage and communicate effectively with young people and adults	Essential
Ability to work with others and foster good teamwork	Essential
Computer skills	Essential
Keen interest in, and some evidence of skills needed for, developing digital content	Desirable
A computer-related qualification, for example in website design, software development, media & marketing, or other ICT-based qualification	Desirable
Be able and willing to encourage and challenge young people to take responsibility for their own actions, make positive life decisions and to do things for themselves	Essential
Ability to think through issues that affect young people, and to address these within the delivery of youth work	Desirable
Ability to identify and develop good youth work practice	Essential
Ability to adapt to change	Essential
Ability to operate effectively on own initiative	Essential

Knowledge

Requirement	Essential/Desirable
An interest in IT / computing	Essential
Interest in journalism / film production	Desirable
Interest in web site development and social media marketing	Desirable
Ability to demonstrate a broad awareness of issues affecting young people	Essential
Knowledge of safeguarding children and child protection practice and / or data protection	Desirable
Understanding of Health & Safety issues	Desirable



Experience

Requirement	Essential/Desirable
Previous experience of producing web content	Desirable
Have a proven ability to initiate relationships with young people	Desirable
Experience of leading other young people in decision making processes.	Desirable
Experience of using / spending resources	Desirable
Experience of team work and commitment to being a team member	Essential
Experience in administration	Desirable

Qualities

Requirement	Essential/Desirable
Understanding and commitment to equal opportunities	Essential
Evidence of challenging discrimination, or implementing equal opportunities with young people	Desirable

Other

Requirement	Essential/Desirable
Ability to work unsocial hours on a regular and frequent basis – evenings, weekends and school holiday periods	Essential
A willingness to undertake qualification training and continuous professional development training.	Desirable

Special Requirements

This post is exempt from the provisions of the Rehabilitation of Offenders Act 1974.

A Disclosure and Barring Service check will be required prior to appointment.