



## EMERSONS GREEN TOWN COUNCIL

### **Recruitment of Youth Liaison Officer – Emersons Green Town Council**

**Salary Scale: NJC SCP 24-28 (currently £34,314-£37,938 per annum).  
(depending on experience and qualifications), 37 hours / week.  
Plus – Local Government Pension Scheme and Free Parking.**

Emersons Green Town Council is seeking to appoint an enthusiastic, proactive full time Youth Liaison Officer to join a small dynamic team of staff at an ambitious, forward thinking, aspirational local Council. This role offers an exciting opportunity to help shape and deliver high-quality youth services within a supportive and innovative work environment. Flexible working arrangements are available, with negotiable days and hours by agreement.

The Youth Liaison Officer will be responsible for implementing and managing the Council's youth work delivery framework, ensuring it aligns with professional standards. This role is integral to the day-to-day operations of the Council, contributing to our strategic vision of providing exceptional services and facilities for the community.

The Council's Strategic Plan, initially adopted in 2021, outlines several goals that we continue to pursue as part of our growth-focused vision for the parish. The Youth Liaison Officer will play a key role driving an ambitious programme of growth, with aspirations to ensure the very best services and facilities are provided for its residents and visitors. There are also a number of projects which the Council wishes to undertake and complete as soon as possible.

The Youth Liaison Officer will have a key role in establishing high quality, targeted youth work and supporting and assisting with delivering these aims and objectives. The post holder will be a key component in ensuring that this aspirational Council meets its stated aims and objectives within the Parish.

We are looking for candidates who can demonstrate relevant experience in youth work, specifically with groups of young people aged 11–25. Ideally, this experience includes both youth club settings and outreach programs, and a formal youth work qualification (JNC) is preferred. Applicants should have a proven ability to manage contracts and negotiations whilst delivering within a financial budget, ensure service achievement, and drive innovation. Strong communication, IT, and organisational skills, along with a community-focused mindset, are essential. Knowledge of local government is desirable but not required.

The role may involve occasional evening meetings and weekend events, for which time off in lieu will be provided. Emersons Green Town Council is committed to equal opportunities and actively welcomes applications from all sections of the community.

Join us at Emersons Green Town Council and help us make a positive impact on the lives of young people in our community.

*For an informal discussion and to access the Recruitment Pack then please call Joanne Bryant, our Town Clerk, on 0117 302 6989, or email [joanne@emersonsgreen-tc.gov.uk](mailto:joanne@emersonsgreen-tc.gov.uk).*

- **The closing date for the receipt of applications is 12 Noon on Tuesday 31st December 2024.**
- **Formal interviews will provisionally take place in Emersons Green on Wednesday 15<sup>th</sup> January 2025.**
- **It is hoped the new Youth Liaison Officer will commence their role around Monday 3<sup>rd</sup> March 2025.**