

## The IARS International Institute

### Role Description: Youth Worker/Trainer Consultant

---

#### Context

The [IARS International Institute](#) is a leading, international think-tank with a charitable mission to give everyone a chance to forge a safer, fairer and more inclusive society. We achieve our charitable aims by producing evidence-based solutions to current social problems, sharing best practice and by supporting young people and the community to shape decision making. We aspire to be a leader in creating new knowledge and forming public and expert opinion.

#### What do we do?

Our day-to-day activities revolve around user-led, high quality research that is carried out through the direct involvement and empowerment of users with an emphasis on marginalised and excluded groups including but not limited to victims, offenders, young people, black and minority ethnic groups, abused women, refugee and asylum seekers and those facing financial barriers.

Our key areas of work are: criminal and restorative Youth | young people | Youth.

We use our research to generate new knowledge, change public opinion, inform policy and legislation and increase awareness. We function at local, national and international levels and we are funded by the European Commission to lead on several strategic programmes. We have a small in-house publishing house and hold our Annual Conference and various training events, which receive accreditation. We also run campaigns such as the youth-led 99% campaign.

#### Our structure

As a registered charity and a non-profit company, we are governed by a Board of non-executive Directors. The Director of IARS, Dr. Theo Gavrielides, is also its Founder. Dr Gavrielides line manages, the Finance Manager, the Administrator, the Project Coordinators for Justice and Equalities, the Communications & Youth Projects Manager. The Communications & Youth Projects Manager the Youth Worker the comms interns and the Youth Voice Journal Intern. The Project Coordinators line manage the interns and volunteers. On a monthly basis we have a minimum of 5 full time interns and 20 part-time volunteers.

#### Benefits & Working hours

This is a flexible post for up to 8 hours per week and is offered on a consultancy basis at £10 per hour, depending on experience.

#### Role of Youth Worker/Trainier

The suitable candidate will be responsible for: (1) coordinating the delivery, monitoring and evaluation of IARS' youth community projects including the delivery of youth skills development training on young people aged 13-25.

## Who we are looking for

What makes the IARS team special is commitment, drive, flexibility and teamwork and we are looking for someone with the same qualities. We also want someone who is committed to the values of dialogue, transparency, non-adversarial methods of conflict resolution and restorative Youth. Please review [our three founding values](#) before applying as fitting within our culture will be a key for success.

For this role, we are looking for an ambitious and enthusiastic, energetic and qualified youth worker with proven experience in positive youth engagement. The right candidate should also have excellent communications skills and confidence in liaising with parents, schools staff, the police and other community groups and organizations in order to ensure the successful delivery of the projects. Excellent organizational skills, and ability to plan and prioritize work in order to meet deadlines are also essential.

Enhanced DBS is required but we can support you to get this done.

## Key tasks and activities

### 1. Youth Engagement

- a. To maintain adhere to project plans.
- b. To prepare and disseminate information in appropriate written forms in relation to the youth training and projects.
- c. To develop and deliver training sessions and workshops including IARS Youth Training Programme to schools, youth organisations and professionals in the field of youth in London and across the country as required by our funders within the scope of our projects.
- d. To recruit volunteers/ interns from a range of backgrounds for IARS' Youth projects.
- a. To develop partnerships with volunteer referral sources including the police, schools and local youth centres and organisations.
- b. To be a key contact for IARS Youth project volunteers in order to support them in their training and skills development needs.

### 2. Project Monitoring and Evaluation of Youth projects

- a. To be familiar with IARS' monitoring and evaluation frameworks and tools To collect, collate, organise and analyse relevant project monitoring and evaluation data and feed them into (1) funders' reports for approval by the Communications and Youth Projects Manager (2) the Director's quarterly Board report (3) team meetings.
- b. Provide regular updates on project impact and suggest ways to improve project delivery.

### 3. Other

- a. To attend regular meetings face to face or via phone with the Communications and Youth Projects Manager and provide her with updates on the progress of the projects

- b. To co-operate in the formulation of and development of systems for monitoring and evaluating the work of IARS
- c. To treat with confidentiality any information about IARS members, users, staff and research that could be deemed as personal, private or sensitive.

## Independent Academic Research Studies (IARS) Person Specification: Projects Coordinator (Youth)

CRITERIA	STANDARD	ESSENTIAL/ DESIRABLE
<b>Experience</b>		
	Knowledge on Youth research and policy	Desirable
	Qualification in Youth Work	Desirable
	Experience of monitoring and evaluating projects	Essential
	Experience of producing research papers	Desirable
	1 year experience of managing volunteers and small project budgets	Essential
	Some experience of working with senior level stakeholders.	Desirable
	Experience of servicing meetings and minute taking.	Desirable
	Experience of using software packages for word processing, spreadsheets, databases and accounts.	Essential
<b>Abilities</b>	The ability to communicate orally and in writing to a very high standard including making presentations to large and diverse audiences	Essential
	Ability to plan and organise meetings, seminars and conferences. Be self-administrative	Essential
	Ability to work effectively as part of a small team, and plan and prioritise work to meet deadlines.	Essential
<b>Knowledge</b>	Detailed knowledge and understanding of Youth related projects	Essential
	Knowledge and understanding of volunteering.	Desirable
	Knowledge and understanding of the third-sector	Desirable
<b>Other Competencies &amp; Attitude</b>	Commitment to the values of dialogue, transparency, non-adversarial methods of conflict resolution and restorative Youth.	Essential
	Sympathise with the aims, ethos and organisational culture of IARS including its vision, mission and values	Essential
	Ambitious and self-driven; integrity, resilient and decisive.	Essential
	Must have a critical and reflective approach to all aspects of work	Essential
	Willingness to work occasional weekends and evenings and travel.	Desirable