



Children and Young People's Officer

Introduction

Thank you for your interest in working at St Nicks! We are looking for an experienced and enthusiastic Children and Young People's Officer to join our team! We are at an exciting time in our organisation where we are keen to explore new opportunities to develop our youth and education offer. This role will be responsible for delivering our existing, highly successful youth and family groups (nature tots 0-5, nature adventurers 6-12 and urban wild 13-16), as well as supporting us with the development of our wider youth offer.

We are particularly interested in hearing from candidates with youth work/forest schools/bushcraft experience and who has strong connections with other youth and education providers in York. Experience of group facilitation is essential for the success of this role.

Key Dates:

Closing date for applications: Monday 27 April at 9am

Interview date: Tuesday 5 May / Wednesday 6 May

About St Nicks

We are St Nicks, a local environmental charity with a mission "build and connect flourishing communities through urban greenspace generation, nature-based wellbeing and sustainable living". Based at St Nicks Environment Centre hidden behind residential properties in the Tang Hall area of York, we have a thriving 24-acre nature reserve that is free to explore 24 hours a day 365 days a year. Our volunteer team help us maintain and manage our reserve for the benefit of people and wildlife.

In addition to managing the local nature reserve (LNR), we have three key pillars to our work:

- **Green Corridors York** strives for "more, bigger, better and more joined up" green spaces. Conserving nature whilst supporting our communities. As a city, we can work together to reduce pollution, challenge harmful developments and improve land management.
- Our **Nature-Based Wellbeing** team deliver both education and mental health support services. At St Nicks we all see and feel the benefits of being outdoors and connected to nature. These benefits can be physical, mental or a combination of both! Our Nature-Based Wellbeing team run a series of Ecotherapy groups to help adults find this nature-connectedness. 92% of Ecotherapy participants told us that these activities meant that they noticed and sought out nature more in their daily lives. We run education and youth activities which capture the imagination of children and families, inspiring them to connect with the natural world and to live more sustainably.
- Sustainability is at the heart of everything we do at St Nicks. When we talk about sustainability, we are looking to ensure we are doing the least harm possible. Whether that is relating to human, social, financial or environmental. Our **Waste & Sustainability** team collect recycling, carry out waste audits and run events across the city. Together our teams work to make York a more sustainable city.



St Nicks is a Real Living Wage Employer and a Level 2 Disability Confident employer. This means we will interview all applicants with a disability who successfully evidence the essential criteria on a person specification and consider them on their abilities, provide an inclusive and accessible recruitment process, and make reasonable adjustments during the recruitment process so disabled job applicants have the best opportunity to demonstrate their abilities.

Our values

Collaboration – Our approachability and inclusiveness ensure that everyone who is affected by our work is involved in shaping it.

Integrity – We are honest, inclusive and have respect for all life through our ethics, authenticity and commitment.

Innovation – We are committed to constructively exploring ideas that help us get closer to our vision by doing things differently and taking pioneering approaches, recognising the learning and development that comes with this path.

Professionalism – All of our actions to our beneficiaries, stakeholders and each other demonstrate our mutual respect, competence, proactivity and the way we make a difference.

Job Description and Person Specification

About the Role

This role is responsible for the successful delivery of your children and young people’s (CYP) offer, creating a space where CYP can engage in nature to benefit their wellbeing. The CYP officer will prepare, promote and facilitate group sessions, using forest schools and bushcraft principles. The wider development of this role will include working closely with the NBW manager and CEO and young people to design and develop a wider education offer and increase our youth engagement.

Job Title	Children and Young People’s Officer
Contract Type	Fixed term This role is initially for a 1-year fixed term contract, with the possibility for extension dependent on funding.
Hours	21-28 hours per week (negotiable). This is based on an FTE of 35 hours per week.
Salary	£ 26,109 per annum FTE. Actual amount will depend on agreed hours.
Place of work	Primary place of work is the St Nicks Environment Centre and Local



	Nature Reserve (LNR). Some travel around York is expected with this role. Due to the delivery nature of this work, it is likely that the majority of the hours will be onsite, with some opportunity for hybrid working for admin/development tasks.
Working pattern	Negotiable. There will be an expectation that this role will include some weekly early evening work to facilitate groups, and occasional weekend work by prior agreement.
Responsible to	Nature Based Wellbeing Manager
Responsible for	Group volunteers
Purpose	To deliver and develop the children and young people's service, including group facilitation and outreach/awareness sessions.

Duties and Responsibilities:

Group Facilitation

- Design and deliver weekly group sessions (currently 3) that engage CYP in nature and the environment
- Work with the NBW manager to produce appropriate risk assessments for sessions
- Ensure the safety of CYP during groups

Administration

- Ensure all relevant attendance registers and group notes are captured and stored appropriately
- Capture monitoring and evaluation data
- Support the NBW manager with producing reports for project funders
- Produce any necessary session plans

Development

- Work with the NBW manager and CEO to develop the service
- Engage with CYP and families to identify need and co-produce offers
- Engage with key stakeholders to identify other support available in the city

Outreach and Engagement

- Deliver outreach sessions including school assemblies and one-off activities
- Attend key networking events
- Engage with partner organisations to ensure that the service reaches a wide range of CYP

General duties

- Participate in the day-to-day work of the organisation – such as reporting, attending team, Board and AGM meetings as required, answering the phone, dealing with enquiries from the public, communicate effectively with colleagues ensuring all necessary information is passed on.
- Maintain the strict confidentiality of all information acquired especially with regard to organisational and programme development, donors and beneficiaries.



- To take responsibility for being up to date with current policies and procedures and to adhere to these.
- Keeping updated and being involved with the orchestration of organisational changes and developments through discussions with the CEO and colleagues at staff meetings.
- Maintain a safe working environment and good housekeeping practices at all times.
- All other reasonable duties as required in the delivery of this post.

Working Conditions:

A mixture of indoor and outdoor working with some evening and weekend work to be expected.

Acknowledgement & Agreement

The above is not an exhaustive list of duties, and you will be expected to perform different tasks as necessitated by your changing role within the organisation and the overall business objectives of the organisation.

Person Specifications (Skills and Knowledge/Values and Personal Attributes):

Experience

- Significant experience of facilitating CYP groups
- Experience of producing session plans and designing group activities
- Experience of behaviour management
- Experience of working outdoors with CYP is desirable

Skills and attributes

- Ability to adapt delivery and respond to need
- Facilitation and group management skills
- Bushcraft/forest schools skills
- Ability to effectively manage risk
- A commitment to St Nicks mission, vision and values
- Ability to communicate effectively with CYP, families and professional partners
- Ability to work autonomously

Knowledge and understanding

- Knowledge of the benefit of engaging with nature for young people
- Knowledge of the wider youth and community sector in York
- Understanding of funder requirements and data capture
- Knowledge of nature/ecology and the ability to share this with CYP

Definition of Experience:



Experience = more than one year's direct experience.

Significant experience = at least three year's direct experience.

Application Process

If you would like to apply for this role, please submit a CV and covering letter and an EDI form to eliza@stnicks.org.uk.

All applications are scored against the person specification, please use your covering letter to clearly tell us how you meet this criteria.

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If you would like to find out more about St Nicks or the role before applying, we welcome an informal conversation with our Nature Based Wellbeing Manager, Anna. To book a call please email anna@stnicks.org.uk.