

Job Description

Job title	#iWill Youth Project Officer
Profession	Customer and Community
Band	F
Directorate	GGC (Community Foundation)
Accountable to	#iWill Youth Programme Manager

Job Purpose:

In this role supporting the delivery of the #iWill project including development of the youth social action network and offering support and mentoring for the partners involved and support the delivery of the Youth Voice fund in line with best practice.

In this role to be responsible for maintaining high data quality in our Community Investment data sources. Ensure that data is held centrally for full transparency and that suitable contract arrangements are in place for the continued management all compliance elements within your defined areas.

Financial responsibility: No financial responsibility

People responsibility: No direct or indirect reports

Autonomy:

Within broad direction set by the iWill Youth Programme Manager, this role will deliver key accountabilities.

Key Accountabilities:

- Support the allocation of the #iWill funding in line with best practise governance and internal procedures. This will include setting up an application panel, using innovative ways to engage youth voice, in partnership with other staff members from SNG. This will involve setting the funding criteria and upskilling the panel with how to judge applications against criteria, make fair unbiased decisions and working with them to ensure that decisions are within the budget.
- Development of the Youth Social Action network, liaising with partners to share innovation and good practice models.
- Ensure regular reports are submitted accurately and on time to funders in line with the match funding contract and regularly give updates to internal stakeholders across the business.
- Work closely with the wider Community Investment and Strategic Partnerships team to ensure the #iWill project is embedded into mainstream delivery
- Draw up and monitor agreements with partners in receipt of the #iWill funds to ensure compliance with our contract to funders.
- Keep regional practice, networks and partnerships in order to optimise opportunities and build SNG's reputation for innovation, and collaboration.

- Use a wide range of communication methods to effectively engage stakeholders, recognise contributions and promote success wherever possible.
- Work closely with the Communications team to enable a coordinated Communications approach that raises the profile of SNG's work in Communities.
- To prepare and present written, financial and statistical reports to internal and external bodies as required and ensure funders requirements are met.

General

- Role model SNG's values and behaviours, fostering an environment of trust, transparency, inclusion, and employee wellbeing.
- Demonstrate everyone safe and well everywhere, every day by making health and safety a primary consideration in your decision making.
- Participate in learning and development opportunities and activities that develop personal effectiveness and assist in improving performance in the role. Ensure all core and mandatory training is completed and kept up to date.
- Undertake any other duties as may reasonably be required in line with the level of responsibility of the post and to meet the changing needs of the organisation.

Knowledge and Skills:

Essential

- Good communication and interpersonal skills.
- A good understanding of Youth Social Action, targeted Community Investment and Youth Engagement.
- Proficient IT skills, digitally competent across the suite of Microsoft Office programmes and a good understand of effective social media channels.
- Proactive and proven Stakeholder management skills across all levels of colleague and with external partners.

Desirable

- Knowledge of monitoring and evaluation methods and techniques.
- Ability to validate and impact assess, to escalate data issues as required.
- Knowledge of methods to monitor the quality of data and identify issues e.g. reconciliations.
- Understanding of data breaches, associated implications and industry standards of preventing/triaging a breach.
- Ability to impact assess and to understand the difference between 'major' and 'minor' data issues.

This is an overview of the job and will be periodically reviewed and updated to ensure that the job description fully reflects the responsibilities required of the post holder.

Version	Job code	Author	Date created/modified	Effective date
1.0	4638	Rebranding	March 2025	
2.0	4638	Rachael Fulford	July 2025	