

Voice, Influence and Youth Manager

Job Description

Reports to: **Principal Adviser, Children, Education and Skills**
Direct reports: **N/A**

Evaluation: **684 points**
Grade: **N11**
Reference: **A5256**

Purpose

To lead the development of voice and influence activity and the growth of youth services with partners across Newcastle. To contribute to directorate work to tackle poverty, ensuring that the views and experiences of young people and partners shape this activity.

Main Duties

These are some of the typical duties you will be expected to perform. This is not exhaustive, and you may need to complete similar tasks as required.

1. To participate in or lead corporate or directorate projects and assignments as required.
2. To provide advice and develop policy and procedures on a broad range of activity relating to engagement and participation, locality working, anti-poverty and youth services.
3. To ensure effective mechanisms are in place to hear and respond to the views and experiences of children and young people within the directorate, the council and across the city.
4. To work with the youth sector to support its growth and development.

5. To lead and manage a team that delivers high quality and innovative support that builds the skills and capacity of children and young people.
6. To manage council budgets according to council policies and procedures.
7. To secure and manage external funding within the requirements of the funding organisation.
8. To proactively develop relationships with senior leaders and organisations across the city in order to promote collaboration and creative ways of working. To promote and implement our *Diversity, Equality, Equity, and Accessibility* policy in all aspects of your employment.
9. To help maintain a healthy, safe, and secure environment and to adhere to our policies and procedure.