



## TERRENCE HIGGINS TRUST

### JOB DESCRIPTION

#### *National Services Directorate*

POST: SRE Young Leader's Participation Officer - Leeds  
ACCOUNTABLE TO: SRE Young Leader's Manager  
GRADE: £25,723 - £28,398  
HOURS: 35 hours p/week  
BASE: Leeds

#### FUNCTION

- To lead on the development of a SRE Young Leader's project in one of seven regions.
- To support local young people to deliver a youth-led grant giving project in that region.
- To work closely with the accreditation officer to ensure learning and skills outcomes of the youth training elements of the project are implemented.

#### PRINCIPAL ACCOUNTABILITIES

1. To liaise with local youth services to raise the profile of the project and recruit young people onto the local Young Leader's project.
2. To ensure that young people are central to the decision making processes at all stages of the Young Leader's project.
3. To support young people in the development and delivery of the project.
4. To provide guidance and advice to local project members on policy and procedural issues.
5. To provide guidance and advice to local project members on monitoring and evaluation issues.
6. To work closely with the National Accreditation Officer to ensure the local Young Leader's project members get maximum benefit from training programmes.
7. To oversee the budget of the local Young Leader's project.
8. To work closely with Young Leader's participation officers in other regions and the Young Leader's Project Manager to ensure consistency across the 7 projects and co-ordination between them.
9. To keep abreast of changes within the youth sector and on SRE issues.
10. To work with the local THT Regional Manager to complement service delivery in their local region.
11. To develop and maintain relationships with local key partners to ensure close partnership working.

12. To carry out any other reasonable duties as assigned by the SRE Young Leader's Project Manager.

SUBSIDIARY DUTIES

1. Identify one's own training needs and negotiate these with the SRE Young Leader's Project Manager.
2. Ensure Health & Safety regulations are adhered to in the line of duties, in accordance with relevant legislation.
3. To adhere to THT's Equal Opportunities Statement and all policies.

June 2008