

Community Connectors

Job Description

Salary: £25,000 per annum, pro rata (full time)

Full Time, Immediate Start, Fixed Contract until 31 March 2025

PATH Yorkshire is a registered charity providing personal, social, and employability skills development programmes to minority communities and disadvantaged groups across the Yorkshire and Humberside region for 39 years.

We seek to appoint highly motivated and enthusiastic candidates with strong organisational skills, local knowledge of the Afghan Resettlement groups and the Hong Kong BNO communities in Leeds and West Yorkshire.

Working days/hours will be discussed and agreed with the successful candidates.

Key Tasks and Responsibilities

1. Engage with young people participants, ages 17-21 from the Afghan Citizens Resettlement Scheme, and Hong Kong BNO in Leeds/West Yorkshire.
2. Provide 1:1 person centred support using tools and techniques for goal setting and action planning.
3. Support young people to identify and articulate individual interests and aspirations.
4. Empower young people through co-production of group activities, trips and tours.
5. Motivate young people to become active in areas they are passionate or interested in, such as sports, music, arts, crafts, gaming, computer coding, AI, podcast, photography, videography, community journalism, performance and singing groups, youth leadership, and community forums.
6. Support young people in becoming more involved in their local community.
7. Provide information and guidance on further education, training, and employment opportunities.
8. Work proactively with community groups, referral organisations, and external agencies to remove barriers preventing inclusion of local young people.
9. Conduct initial, review, and exit meetings with individual participants.
10. Track and evaluate progress and outcomes of individual participants.
11. Accurately record all interventions with required project documents (in English).
12. Maintain robust documentation of all participants activities with required evidence (in English).
13. Produce quality and timely project reports with client engagement, outputs, outcomes, results, and progression.
14. Attends regular meetings and performance reviews as required by the project and PATH Yorkshire.

15. Comply with relevant legislations and all PATH Yorkshire's policies and procedures.
16. Work flexibly as may be required by projects.
17. Perform other reasonable duties required by the Line Manager and Chief Executive.

Essential Requirements – Skills, Knowledge and Values

Criteria	Essential Requirements	Means of Assessment
Personal Values	Applicants must possess an understanding of the barriers that prevent full participation in society by young people from the Afghan Citizens Resettlement Scheme, and Hong Kong BNO in Leeds/West Yorkshire.	CV/Cover Letter, Interview
Communication Skills	Excellent written and verbal communication skills.	CV/Cover Letter, Interview
Knowledge and Skills	The ability to work methodically, maintain standard procedures and design; and implement new processes and procedures when needed.	CV/Cover Letter, Interview
	The ability to solve problems with minimum supervision and take ownership and responsibility when required for specified areas of work.	CV/Cover Letter, Interview
	The ability to work flexibly and on some evenings and weekends to meet project/PATH Yorkshire needs.	CV/Cover Letter, Interview
	The ability to work to tight deadlines and be able to achieve individual, team and organisation targets, whilst maintaining a high quality of service to stakeholders.	CV/Cover Letter, Interview
	Ability to promote PATH Yorkshire to, and engage with, a wide audience of internal and external stakeholders.	CV/Cover Letter, Interview
	Proficient in Microsoft Word, Outlook, and Excel.	CV/Cover Letter, Interview
Participants Engagement	Ability to motivate and inspire participants to reach their full potential and realise their personal goals.	CV/Cover Letter, Interview
	To provide accessible information, support and advocacy to participants engaged with the project.	CV/Cover Letter, Interview
	Ability to establish a constructive rapport with participants and external stakeholders.	CV/Cover Letter, Interview
	Ability to research opportunities and develop positive relationships with community groups, referral organisations, and other stakeholders.	CV/Cover Letter, Interview

Personal Qualities and Attitude	Ability to work flexibly and as a productive member of a team.	CV/Cover Letter, Interview
	Self-motivated, able to work proactively with less supervision.	CV/Cover Letter, Interview
	To participate proactively in team meetings, regular supervision and performance appraisals.	CV/Cover Letter, Interview

To apply, email your CV and Cover Letter to:

Jessica.thompson@pathyorkshire.co.uk

CLOSING: Please apply as soon as possible, we may close this vacancy when we receive suitable applications for shortlisting/interview.