

Haverhill Town Council



HAVERHILL
TOWN COUNCIL

Position Title: Youth Skills and Families Advisor
Reporting to: Youth Skills and Families Manager
Hours: 30 hours per week, to be worked flexibly
Salary: SCP7, currently £26,403 for 37 hours per week

Objective of the Role

The primary objective of the Youth Skills and Families Advisor role is to provide comprehensive support, mentorship, and engagement to young individuals aged 11 to 25 and families so that they can achieve positive life outcomes. This includes guiding a case load of young people aged 16 to 25 towards achieving their full potential, preparing them for employment, apprenticeships, volunteering opportunities, or further educational pursuits. The role also involves co-delivering sessions focused on enhancing the social, emotional, and employability skills of young people. As well as engaging in early intervention wellbeing support with clients aged 11 to 16. Ultimately, the overarching goal is to contribute to the reduction of NEET (Not in Education, Employment, or Training) figures within the community and improving the overall wellbeing, resilience and employability of young people within the community.

Haverhill Town Council is committed to safeguarding and promoting the welfare of children, young people, and vulnerable adults. Safer recruitment practices are applied to all relevant appointments.

Please email applications to hr@haverhill-tc.gov.uk no later than Wednesday 2nd September. Applications will only be considered with a completed application form which can be found on our website haverhill-tc.gov.uk/vacancies/

INTERVIEW DATE: 4th September 2026

Key Responsibilities and Duties

Client Support and Case Management:

- Conduct initial assessments and enrolment processes for clients accessing our services, monitor their progress, and track their outcomes.
- Serve as a mentor to a designated case load of clients, setting clear goals, creating individual action plans and signposting to other services
- Providing high quality, impartial advice, guidance and mentoring tailored to the individual's needs.

Delivery of Activities and Programmes:

- Assist in the organisation and participation in job fairs, skills exhibitions, and employment workshops to connect clients with relevant opportunities.
- Plan and facilitate wellbeing activities and sessions, providing support and encouragement to young people and families, while ensuring appropriate risk assessments are in place.
- Deliver training sessions and workshops, including support on job applications, CV writing, and interview skills to enhance employability prospects.
- Ensure appropriate risk assessments are completed and adhered to.

Partnership and Engagement:

- Develop trusted relationships with partner organisations such as schools, job centres, housing providers, social workers, medical professionals, police, counsellors, and voluntary sector agencies to support the holistic needs of clients.
- Work collaboratively with partners to identify opportunities and remove barriers to engagement and progression for our young people.

Safeguarding:

- Maintain an up-to-date understanding of safeguarding procedures, promptly report any safeguarding concerns to the appropriate officer, and adhere to confidentiality guidelines
- Demonstrate a commitment to diversity and inclusivity within the organisation
- Always adhere to data protection and professional boundaries.

Administration

- Contribute to social media platforms, marketing materials and communications.
- Assist in grant applications and financial tracking.
- Assist with data collection, monitoring, reporting and outcome tracking to evidence impact.
- Perform any additional duties as required to support the effective delivery of youth services and programs.

- Responsible for reporting of building management, Key holding and client safety when inside the building.
- Travel to different locations locally is required.

This role encapsulates a professional commitment to empowering young individuals and families, fostering personal development, and contributing to the overall well-being and success of the community.

Person Specification

Essential

Qualifications and Experience

- Relevant qualification or demonstrable experience in youth work, education, careers, employability, family support, community development or a related field.
- Experience of working directly with young people aged 11–25.
- Experience of providing one-to-one support, mentoring or guidance.
- Experience of supporting young people with multiple or complex barriers.
- Experience of planning and delivering activities or workshops.
- Experience of maintaining accurate case records and monitoring outcomes.
- Understanding of safeguarding children and young people.
- Understanding of confidentiality, data protection and professional boundaries.
- Experience of working effectively with partner agencies.

Skills and Abilities

- Excellent communication and interpersonal skills.
- Ability to build trusting relationships with young people.
- Ability to engage young people who may be reluctant to participate.
- Strong mentoring and motivational skills.
- Ability to assess needs and develop practical action plans.
- Ability to identify barriers and develop solutions.
- Good organisational and time-management skills.
- Ability to manage a caseload effectively.
- Good written and IT skills.
- Ability to collect, record and report information accurately.
- Ability to remain calm and professional when dealing with challenging situations.
- Ability to maintain clear professional boundaries.

Personal Qualities

- Positive, approachable and encouraging.
- Passionate about improving outcomes for young people and families.
- Resilient and solution-focused.
- Non-judgemental and inclusive.
- Reliable and accountable.

- Flexible and willing to respond to changing needs.
- Committed to safeguarding and promoting the welfare of young people.
- Able to demonstrate initiative and use professional judgement.

Desirable

- Youth Work qualification or equivalent.
- Careers, employability or IAG qualification.
- Experience of working with NEET young people.
- Experience of working with SEND or young people with additional needs.
- Experience of working with schools or alternative provision.
- Experience of delivering wellbeing or early intervention programmes.
- Knowledge of local youth, education, employment and community services.
- Safeguarding training at an appropriate level.
- Full UK driving licence and access to transport, where required for the role.