



Sefton CVS
Supporting Local Communities



JOB DESCRIPTION

Job Title:	Sefton Young Advisor – Please note, applicants for this job must be aged 15-22 (25 with SEND) and must live or attend education in Sefton.
Salary:	£12.60 per hour
Location:	Burlington House, Southport Community Centre and various location across the borough
Hours:	Sessional
Responsible to:	Young Advisors Project Officer

Candidates shortlisted for interview will need to be available to attend a Group Workshop at Burlington House, Crosby Road North, Waterloo on **Saturday 27th September 2025, 10am – 12 noon** – all applicants must be available to attend on this date.

After the workshop, those selected to go through to interview will be contacted. Individual interviews will take place virtually on Zoom at a time agreed with the candidate on either the week commencing **29th September** and **6th October 2025**.

Successful candidates will need to be available on **Thursday 30th October 2025** for a full training day **10am – 4pm**. Please note, this is October half-term in Sefton.

We pride ourselves on being an inclusive and supportive employer.

Our vision is to develop a vibrant voluntary, community and faith sector that encourages and supports independent, resilient and sustainable communities.

Job Purpose:

- To engage with young people in our area by working with community leaders and decision makers to ensure youth voice is heard.

Main Duties and Responsibilities:

- Create and facilitate consultations with young people in Sefton to listen to their opinions on local issues



- Produce young person friendly information and materials - “youth-proofing”
- Link with other existing young people’s groups, networks and forums in Sefton
- Engage with individuals and the community through various mediums, e.g. social media, meetings and consultations
- Participate in essential training, e.g. safeguarding, communication skills, planning and running meetings
- Communicate in a range of face-to-face and online work
- Write reports on projects that Young Advisors have facilitated
- Create and record video content
- Deliver training to young people and professionals

General

You will be required to participate in staff development and use all relevant learning opportunities to improve personal skills.

You will be required to confirm their eligibility to work in the UK in order to comply with employment legislation.

Where the job involves engaging in regulated activity, the successful candidate will be required to undergo a Disclosure and Barring Service (DBS) enhanced check before appointment is confirmed.

Confidentiality

You must maintain the confidentiality of all information and records relating to the work of Sefton CVS, in accordance with the organisation’s procedures and policies.

Equality, Diversity and Inclusion

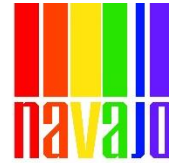
Sefton CVS operates an equal opportunities policy and is committed to a programme of action to make this policy effective.

We actively encourage and welcome applications from everyone, including people who are underrepresented in our organisation. The more diverse our workforce, the better we represent and can deliver for our communities.



Navajo Charter Mark (LGBTIQA+)

Sefton CVS is committed to being an LGBTIQA+ friendly employer and provider of services.



In recognition of this, we were awarded the Navajo Charter Mark for the steps we have undertaken to improve, and ensure the continued improvement of, our employment practices, service design, service delivery and access for LGBTIQA+ people within our communities.

Sefton CVS actively encourage and welcome people from LGBTIQA+ communities to apply for our job vacancies.

Disability Confident Employer

Sefton CVS have been awarded the Disability Confident Employer accreditation (previously Disability Two Ticks) in recognition of our commitment to the recruitment, employment, retention and career development of disabled people.



What we mean by disability: The Equality Act 2010 defines a disabled person as someone who has a physical or mental impairment that has a substantial and long-term adverse effect on their ability to carry out normal day-to-day activities.

Guaranteed Interview: The Disability Confident Employer accreditation includes a guaranteed interview for any disabled applicant who meets the common and specific requirements for a job.

How to apply: If you feel you are eligible for a guaranteed interview under the Disability Confident scheme, please complete and return the form found at the end of the Job Application document.

Additional Information

Unfortunately, owing to the number of applications received, it is not possible to offer individual feedback to candidates who have not been shortlisted.

If you have not been contacted within 2 weeks of the closing date, please assume that you have not been shortlisted on this occasion and please accept our thanks for your interest.



PERSON SPECIFICATION

We are particularly interested in seeing evidence of **some** of the following skills in your application form and through the interview – however training will be given for those appointed as Young Advisors.

As this is a role for a young person we do not require any qualifications but you will have **some** of the skills below when you start as a Young Advisor. You will gain a lot of experience and training to help build on those skills and develop more. You will be supported by regular one-to-one meetings with our team lead and full team meetings.

- Ability to travel independently throughout Sefton
- Ability to approach situations in different and creative ways
- Ability to work well in a team and as an individual
- Appreciative of difference and diversity
- Willing to learn and try new things
- Being professional
- Good organisation skills
- Friendly with a good sense of humour
- Supportive of others
- Ability to think logically
- Good IT skills – familiar with Microsoft Office
- Good time keeping
- Good communication



The job is very flexible and will fit around your lifestyle as far as possible (e.g. school, college and part-time work commitments). Service as a Young Advisor has to end when turning 23 (or 25 with SEND) this is because the role is for people aged 15 – 22 (or 25 with SEND).

As the role will involve direct work with children and young people, we will carry out a Disclosure and Barring Service (DBS) check. However, each case will be assessed differently and offences that come up on a check do not necessarily mean the person will be turned down for the role.