



<b>Job Title:</b>	<b>Peer Associate</b>
<b>Reporting To:</b>	Project Manager
<b>Location:</b>	England wide
<b>Hourly Rate:</b>	£10.00 per hour (plus travel expenses)
<b>Contracted Hours:</b>	Varies according to the request in the area

**Job Purpose:**

We're looking for motivated and enthusiastic young people (aged 16-21 years) to work with us on our exciting Money Advice Service funded project, 'My Money Now'. Our programme is supporting young people 16-21 year olds who are entering the world of work to improve their financial skills. Part of the project is evaluating the effectiveness of young people led learning and we are looking for Peer Associates to help us carry out this evaluation.

The role will involve attending sessions throughout England and feeding back to the team on the effectiveness of the workshops. Training will be provided by the Project Manager and the Lead Evaluator of the 'My Money Now' programme and its full evaluation plan. This will include developing your evaluation skills, identifying behaviours and sharing your learning.

The successful candidates must be able to relate well to other young people, have great communication and social skills and be able to work independently. The role requires individuals who are comfortable in group situations and enjoy taking part in activities. The post will suit enthusiastic, self-motivated and observant individuals who are interested in being part of an engaging youth focus project.

The training and group meeting will take place at our Leicester office but travel will be required to attend sessions throughout England.

We are looking for **4 individuals** who share our values and are excited about expanding their skill set, as well as making a positive impact to our programme.

Peer Associates will work with us until March 2018 which is when the project ends. Depending on availability we would expect each Peer Associate to attend approximately 8 sessions. There may also be opportunity for the Peer Associates to continue to stay involved with further work and programmes at the NYA.

These posts will be required to undertake an Enhanced DBS check.

**Key Responsibilities:**

- To attend a training day
- To attend sessions within your 'Peer Associate' Role
- To feedback directly to the Project Manager and Lead Evaluator
- To help shape the evaluation of the 'My Money Now' Programme
- To attend an end of programme evaluation meeting

**This is a current description of the job role. Any future changes to the role will be in consultation with you as part of your employment with the National Youth Agency (NYA).**

**The National Youth Agency (NYA) is committed to safeguarding and protecting the children and young people that we work with. As such, all posts are subject to a safer recruitment process, including the disclosure of criminal records and vetting checks. We ensure that we have a range of policies and procedures in place which promote safeguarding and safer working practice across the organisation.**

This is an exciting opportunity to play a significant role in enabling young people to improve their financial capability.

If you are interested in this position please go to <http://www.nya.org.uk/about-us/jobs/> and complete the application form. Completed application forms should be returned to [VeenaC@nya.org.uk](mailto:VeenaC@nya.org.uk) no later than **9am on Monday 21<sup>st</sup> August 2017.**

**Closing Date: 9am - Monday 21<sup>st</sup> August 2017**

**Interview Date: Week commencing 28<sup>th</sup> August 2017**

**Please note the training day is currently scheduled for Friday 15<sup>th</sup> September. You will need to be available to attend the training as this is a mandatory requirement.**



## Person Specification – Peer Associate

Requirement	Description	Essential / Desirable
<b>Education/ Experience</b>	<ul style="list-style-type: none"> <li>• Experience in working with/supporting young people</li> </ul>	Desirable
	<ul style="list-style-type: none"> <li>• Positive attitude to working with young people; especially those who may be disadvantaged and or with special needs and barriers to participation</li> </ul>	Essential
<b>Skills &amp; Abilities</b>	<ul style="list-style-type: none"> <li>• Working with a range of different people/organisations and responding to their needs and requirements</li> </ul>	Desirable
	<ul style="list-style-type: none"> <li>• Excellent ability to communicate clearly and effectively</li> </ul>	Essential
	<ul style="list-style-type: none"> <li>• Good I.T. skills including MS Office and social media engagement</li> </ul>	Essential
<b>Knowledge &amp; understanding</b>	<ul style="list-style-type: none"> <li>• An understanding of safeguarding and young people, and the commitment to ensuring practices which promote safeguarding</li> </ul>	Desirable
	<ul style="list-style-type: none"> <li>• An interest in young people's personal development and participation</li> </ul>	Essential
<b>Personal Attributes</b>	<ul style="list-style-type: none"> <li>• Commitment to quality</li> </ul>	Essential
	<ul style="list-style-type: none"> <li>• Cheerful disposition and diplomatic skills</li> </ul>	Essential
	<ul style="list-style-type: none"> <li>• Excellent listening skills</li> </ul>	Essential