



Job Title: Outreach and Support Officer

Location: High Wycombe

Hours: Three days per week (0.6 FTE). Days worked are flexible

Salary: £30,000 FTE (£18,000 pro rata), plus pension contribution

Reports to: CEO

Job Purpose

This exciting new Outreach and Support Officer role will deliver knowledgeable, high-quality support to children and young people locally to improve their wellbeing and ensure they have the tools needed to achieve their goals and live their best lives.

You will support young people via outreach, one-to-one support, group sessions and workshops. You will work within established service frameworks and contribute to monitoring, evaluation, and service improvement.

This role is external facing, supporting the development of responsive, inclusive, and professionally delivered services in schools, youth clubs, social spaces and groups and you will be confident to liaise with other professionals to set this up.

Key Responsibilities

1. Outreach

- Deliver outreach around mental wellbeing, sexual health and other thematic issues relevant to young people in settings including;
 - Schools
 - Youth Clubs
 - Social spaces and clubs
 - Sports clubs/activities
- Identify new venues and events to promote YES's services and visibility, ensuring increased engagement from young people

2. One-to-One Support

- Provide one-to-one support (in person and online) to young people.
- Offer information and guidance appropriate to the needs of each individual.
- Support young people with issues including:

- Relationships and confidence
- Self-esteem and emotional wellbeing
- Sexual health and healthy relationships
- Bullying and school-related challenges
- Education, employment and training pathways
- Access to healthcare and support services
- Signpost or refer to specialist services where appropriate.

2. Group Work

- Plan and co-facilitate workshops and themed sessions for diverse groups of vulnerable young people across the Wycombe area.
- Ensure sessions are delivered in a safe, structured and professionally boundaried manner.
- Gather monitoring data and feedback to support evaluation.

3. Youth Engagement & Participation

- Build positive, professional relationships with young people.
- Engage young people for an authentic youth voice within sessions and activities.
- Support consultation activities to gather feedback on emerging needs.

4. Safeguarding & Compliance

- Adhere to organisational safeguarding policies and procedures.
- Maintain professional boundaries at all times.
- Ensure confidentiality and data protection standards are upheld.
- Maintain accurate, timely and confidential case records in line with GDPR and organisational policy.

5. Monitoring & Administration

- Maintain accurate records of attendance, activity and outcomes using CharityLog (our CRM system – training will be provided).
- Support reporting processes as required.
- Prepare session materials and resources.

6. Collaboration and Visibility

- Support awareness-raising activities to promote YES services.
- Represent YES positively in community settings where appropriate.
- Work collaboratively with colleagues and partner organisations.
- Support marketing and communications activity, including social media content where appropriate.

7. General Responsibilities

- Participate in supervision and appraisal processes.
- Undertake relevant training (e.g. safeguarding, youth work practice, trauma-informed approaches).
- Attend team meetings and contribute to organisational development.
- Undertake other reasonable duties consistent with the level of the role.

Person Specification

Essential

- Experience of delivering educational content to groups in varying settings
- Experience of planning successful outreach events
- Experience working with young people.
- Understanding of issues affecting young people, including mental health, sexual health and wellbeing.
- Ability to build trusting, professional relationships with young people.
- Knowledge of safeguarding principles and professional boundaries.
- Strong communication skills (written and verbal).
- Good organisational and time management skills and ability to meet deadlines
- Competent in Microsoft Office (Excel, Word, PowerPoint)
- Willingness to use a case management/database system and present the data clearly in report format.
- Flexible, proactive and solution-focused approach.
- Commitment to equality, diversity and inclusion.

Desirable

- Qualification (or working towards qualification) in Youth Work, Social Care, Community Development, Education or related field.
- Experience facilitating group work.
- Knowledge of local referral pathways and support services.
- Experience of monitoring and evaluation processes.
- Experience supporting LGBTQ+ young people or other marginalised groups.

Values & Approach

The postholder will demonstrate:

- Commitment to YES's mission and values
- Youth-centred and empowerment-focused practice
- Professional integrity and accountability
- Collaborative and respectful working style
- Commitment to inclusive and equitable support for all young people