



COMMUNITY  
SPORTS  
FOUNDATION

**Job information pack**

# YOUTH VOICE COUNCIL MEMBER

# OVERVIEW

Providing opportunities in the areas of sport, disability, health, schools, social inclusion, education and employability, Norwich City Community Sports Foundation helps over 43,000 people every year achieve their goals.

We support some of the most disadvantaged, disabled and talented children, young people and adults across Norfolk through a range of projects, programmes and initiatives.

Underpinning our impact is listening to concerns and implementing ideas from young people.

Could this be your chance to be a part of something special and help to make a difference in your community?

**Ian Thornton OBE,**  
Chief Executive Officer





# ROLE OVERVIEW

Job Title: Youth Voice Council Member

## Purpose:

We are recruiting young people aged 12–18 to make a difference in their community. The Youth Council will be empowered to take an active role in the development and delivery of community initiatives. Members will provide insight, feedback, and ideas to ensure programmes and facilities are relevant and engaging for their peers

## Objectives:

- **Youth perspective** – provide insights and perspectives from young people
- **Innovative Ideas** – enhance the Foundation’s programmes, marketing and facilities to make them more appealing to young people
- **Engagement** – involved in decision-making processes
- **Strategies** – help shape our youth strategy and future funding
- **Leadership** – develop young people’s valuable skills for personal growth and future opportunities
- **Feedback** – help to evaluate the effectiveness of our programmes and our customer service



# RESPONSIBILITIES

- Commit to attending Youth Council meetings ( group meetings and one mentor meeting per year) – these could be online or face to face
- Represent the views of young people in the community to the Foundation
- Provide feedback on existing programmes, marketing and venues suggesting improvements or new initiatives
- Act as a liaison between the Foundation and the youth community, championing the benefits and opportunities available
- Help identify the needs and interests of young people
- Develop skills in teamwork, public speaking, and project management
- Attend training sessions and workshops to enhance personal and professional development
- Attend and support Foundation events throughout the year
- Support the development and implementation of a Youth Strategy
- Nominate and select roles of the Council including (not exclusive) Chairperson, Vice Chair and other strategic roles
- Support the growth and development of the Foundation and charitable objectives

# PERSON SPECIFICATION

## ESSENTIAL CRITERIA

Aged between 12-18

A passion for enhancing opportunities for young people in Norfolk

Currently living in Norfolk

Ability to travel to The Nest and Carrow Road for meetings and events

## PERSONAL ATTRIBUTES

Desire to grow as a leader

Keen to develop effective communication skills

Enjoys working within a team

Interested in shaping programmes, marketing, places and special events at Community Sports Foundation that will benefit youth participants

Exhibits positive behaviours and serves as a role model for young people

Believes in the power of sport to build character, foster teamwork and promote personal growth

Promotes equity and diversity in our community, ensuring all young people feel included and empowered

Brings energy and positivity



CARROW ROAD

## ROLES

We are looking to appoint Youth Council members in the following areas of passion

- Chairperson
- Community Engagement
- Disability
- Facilities
- Football
- Fundraising
- Inclusion & Diversity
- Marketing & Communications
- Schools & Education
- Supporter Engagement
- Women's & Girls
- Workforce & Coaching

If you would like more information on any of the above roles including specific responsibilities, then please email [volunteers@norwichcitycsf.org.uk](mailto:volunteers@norwichcitycsf.org.uk)



THE NEST



# YOUTH COUNCIL BENEFITS

- Knowing you will play an essential part in developing the future of the Foundation
- Opportunities to develop key interpersonal knowledge, skills and experiences through formal training, continued professional development (CPD) and practical experiences
- Foundation mentor to support your Youth Council role and personal development pathway
- Access to Norwich City home tickets
- A great way to build your CV and career prospects
- Foundation apparel
- Travel bursaries to attend meetings and programmes
- Progression opportunities into paid employment



## OUR VISION

# TO SUPPORT, INSPIRE, AND IMPROVE OUR COMMUNITY

We use the power of sport to support and inspire our community to achieve our charitable objectives:

- Driving inclusion for people with disabilities
- Boosting mental health and wellbeing
- Supporting disadvantaged people to raise their aspirations
- Community Engagement

## OUR VALUES

Growth  
Integrity  
Belonging

Resilience  
Pride  
Commitment







# APPLICATION PROCESS

To apply please complete our online application form via the link below

**[CLICK HERE TO APPLY](#)**

**Application Deadline: Monday 31<sup>st</sup> March 2025**

**Interview Dates: Weeks commencing 7<sup>th</sup> & 14<sup>th</sup> April 2025**

All candidates shortlisted for interview will be informed by email or phone. If you have not been contacted within a week of the closing date, this means that you have been unsuccessful on this occasion.

For more feedback please email: [volunteers@norwichcitycsf.org.uk](mailto:volunteers@norwichcitycsf.org.uk)

## SAFEGUARDING STATEMENT

Norwich City CSF is committed to safeguarding the welfare of children and adults at risk and require all employees to share this commitment and promote the welfare of these groups.

Applicants will be asked about any previous convictions, cautions, reprimands, including those that are considered 'spent' as defined by the Rehabilitation Offenders Act 1974 (Exceptions) Order 1975 (Amended 2013). Appointment to this role is subject to a satisfactory DBS Check and references.

## EQUALITY STATEMENT

Norwich City CSF is committed to creating an inclusive and diverse environment and is proud to be an equal opportunity employer. Qualified applicants will receive consideration for employment without regard to race, ethnicity, religion or belief(s), gender, gender identity or expression, sexual orientation, marital status, disability, age or with regards to pregnancy or maternity.



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