**Diverse Youth NI**

**Job Title:** Youth Engagement Assistant

**Organisation:** Diverse Youth NI  
**Location:** 275A Antrim Road, BT15 2GZ  
**Job Type:** Youth Empowerment - Leadership Programme  
**Hours per week:** 4  
**Contract Duration:** Through the Summer  
**Age:** 13 – 16 Years

**About Diverse Youth NI**

Diverse Youth NI is dedicated to promoting inclusion, diversity, and integration among young people in Northern Ireland. We aim to create a supportive environment where every young person feels valued and included, regardless of their background or circumstances.

**Job Description**

Assisting in Project Management, Cultural Sensitization, and helping in keeping and distributing information and data.

**Key Responsibilities:**

* **Task Assistance:** Help project coordinators with various tasks, such as scheduling meetings, preparing materials, and tracking progress.
* **Flexibility & Adaptability:** Be willing to take on additional tasks and responsibilities as needed.
* **Teamwork:** Collaborate effectively with other team members and volunteers.
* **Data Collection:** Assist in collecting and organising data related to the project.
* **Data Entry:** Assisting in inputting information into databases and spreadsheets.
* **Event Support:** Assist in planning and organizing events, including setting up, welcoming attendees, and providing information.
* **Social Media Management:** Help manage social media accounts by creating and scheduling posts, responding to comments, and engaging with the community.
* **Content Creation:** Assist in creating content for newsletters, blog posts, and promotional materials.
* **Community Outreach:** Participate in community outreach activities to promote Diverse Youth NI’s programs and initiatives.
* **Feedback Gathering:** Collect feedback from participants to help improve programs and activities.

**Skills of Value**

* **Social media & Digital Communication:** Effectively using online platforms to engage and connect with different audiences.
* **Organization and Efficiency:** Maintaining accurate and up-to-date records, ensuring that information is readily available and easily accessible.
* **Data Analysis and Interpretation:** Identifying trends and patterns in data, informing decision-making, and contributing to continuous improvement.
* **Transparency and Accountability:** Ensuring transparency by maintaining clear and accessible records of project activities and finances.
* **Creativity:** Bringing new ideas and perspectives to enhance program activities and outreach efforts.

**Qualification**

* Entry Level (GCSE or preparing for GCSE) and above.
* **English requirement**: Fluency in writing and speaking
* **I.T requirement:** Basic knowledge of Microsoft word and PowerPoint
* **Application Process:** Interested applicants should signify interest by contacting and apply by filling the application form and submit to [diverseyouthsni@gmail.com](mailto:diverseyouthsni@gmail.com)

**For more information if needed, contact:**

* **Alexis:** +447871484445
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**Note**: An offline informal interview will also be conducted to pick the most qualified young person for this role.

Diverse Youth NI is an equal opportunities employer. We celebrate diversity and are committed to creating an inclusive environment for all employees.

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**Contact Information:** For further inquiries, please contact [info@diverseyouthni.com](mailto:info@diverseyouthni.com).