

Hertfordshire SfYP Area Project Officer

Indicative headline Priorities - April 2026

Work across two area teams - supporting two senior leaders and their multi-disciplinary teams in providing high quality youth work, careers advice and guidance and support into education and employment for young people.

Local teams and cross Service young people groupwork attendance data collation and reporting.

Work with the Service Managers to gather information to prepare reports for local Elected Members.

Support the planning, preparation and follow up to key partnership meetings, as directed by the Service Manager.

Support the planning and successful delivery of team and Service events such as the annual young people's awards.

Monitor and report on internal and external income and expenditure, as directed by the Service Managers.

Data collection, collation, analysis and reporting to support the performance development of the team.

Undertake research, gather information, draft positive news stories / press releases and enhance social media content to promote the work of the team and Service.

In conjunction with the Service Managers - support the successful planning and delivery of a range of projects, liaising with a variety of other HCC teams and services and external partners.

Work closely with the appointing officer to ensure all elements of the recruitment process are efficiently implemented to fill staff vacancies across the teams as quickly as possible.

Support the Service Managers, as required, in the smooth running of team and Service priorities, processes and requirements.

Undertake any other duties proportionate with the role, supporting the effective delivery of Services for Young People and contributing to service priorities as required by the Service Manager.