

THE OFFICER FOR CULTURAL DEVELOPMENT

Role Outline

The Officer for Cultural Development ensures Southend is a positive, friendly, and inclusive place for young people. They promote cultural engagement by encouraging youth input into festivals, events, and initiatives across the city.

Key Responsibilities

- Involve young people in festivals and events.
- Run events and create information packs for young people.
- Foster inclusivity within the Youth Council, ensuring respect for diverse groups such as LGBTQ+ youth.
- Represent the Youth Council at major events (e.g., City Day, Southend Pride).
- Promote and raise awareness of regional events and campaigns (e.g., Earth Day, International Women's Day, BLM awareness weeks).

Time Commitment

- 2-4 hours per month in-person meetings
- 4 hours per month independent work

Cabinet Member

Cabinet Member for Business, Culture, Music and Tourism

Key Teams within SCC to Collaborate With

- Events Team
- Culture, Leisure & Tourism
- Comms Team
- Youth Council Officers

THE OFFICER FOR COMMUNITY SAFETY

Role Outline

The Officer for Community Safety is responsible for providing opportunities for young people to develop personal skills such as first aid and self-defence training. They ensure young people are informed about how to stay safe in their city and communities, promote wellbeing and security, and work closely with the police, British Transport Police, and community safety bodies.

Key Responsibilities

- Organise opportunities for skill development (e.g., first aid, self-defence).
- Raise awareness of community safety through resources such as posters.
- Promote wellbeing and security among young people.
- Collaborate with local policing and community safety partners.
- Represent the Youth Council in the following:
 - VVU Community Funding Panel
 - VVU Listening Project
 - Youth Independent Advisory Group (Essex Police)

Time Commitment

- 2-4 hour per month in-person meetings
- 4 hours per month independent work

Cabinet Member

Cabinet Member for Community Safety and Regulatory Services

Key Teams within SCC to Collaborate With

- ⊘ Community Safety Team
- ⊘ Safety Services in Southend (Violence & Vulnerability Unit, Essex Police, Brook, Open Road, British Transport Police etc)
- ⊘ Youth Council Officers

THE OFFICER FOR HEALTH AND WELLBEING

Role Outline

The Officer for Health and Wellbeing is responsible for projects and training aimed at improving and promoting the health and wellbeing of young people, including their mental health. They deliver this through information packs (e.g., neurodivergent pack) and events that focus on creative expression, physical improvement, and fitness. Individual members can choose what aspects of the role to focus on during their term.

Key Responsibilities

- Develop and share information packs on health and wellbeing topics.
- Organise events that encourage creative expression and physical fitness.
- Promote mental health awareness and general wellbeing among young people.

- Identify and lead on specific focus areas of the role based on personal interest, this should align to the priorities of the wider Youth Council.

Time Commitment

- 2-4 hours per month in-person meetings
- 4 hours per month independent work

Cabinet Member

Cabinet Member for Social Care and Healthier Communities

Key Teams within SCC to Collaborate With

- Assistant Educational Psychologists
- Public Health
- Youth Council Officers

THE OFFICER FOR THE ENVIRONMENT

Role Outline

The Officer for the Environment is responsible for all projects relating to Southend's environment, including natural areas like greenery and visual concerns such as dirty or unattractive spaces and vandalism (e.g., graffiti). They ensure their work considers both the physical and human environment and assess the impact of Youth Council projects on the local area.

Key Responsibilities

- Organise regular beach and park cleans.
- Raise awareness about environmental issues among young people.
- Assess the environmental impact of Youth Council projects and suggest improvements.
- Ensure work addresses both physical and human aspects of the environment.

Time Commitment

- 2 hours per month in-person meetings
- 4 hours per month independent work

Cabinet Member

Cabinet Member for Climate, Environment and Waste

Key Teams within SCC to Collaborate With

- Events Team
- Planning Team
- Culture, Leisure & Tourism
- Youth Council Officers

2 OFFICERS FOR COMMUNITY ENGAGEMENT:

Role Outline

The Officer for Community Engagement is responsible for the Youth Council's outreach, including press, website, and communication with schools via Youth Council Champions. They ensure all work, projects, and meetings are documented and regularly update the website and social media accounts. They promote communication with organisations and young people across Southend, including both school-based and homeschooled youth, and work to secure attendance at Youth Council events. They also support campaigns and awareness through social media, including environmental, cultural, and health events.

Key Responsibilities

- Work with MYP to coordinate outreach for UK Parliament Week (November) and develop the strategy for Make Your Mark.
- Update website and social media channels in collaboration with the Task & Finish Group.
- Maintain communication with schools and Youth Council Champions.
- Promote Youth Council events and secure attendance from relevant stakeholders.
- Create social media content for awareness weeks and special events (e.g., Earth Day, half marathons).

Time Commitment

- 2 hours per month in-person meetings
- 4 hours per month independent work

Cabinet Member

Cabinet Member for Children, Learning and SEND

Key Teams within SCC to Collaborate With

- All Schools
- Elections Team
- Comms Team
- Youth Council Officers

THE OFFICER FOR FINANCE:

Role Outline

The Officer for Finance is responsible for fundraising for both Youth Council events and supported charities. They manage the Youth Council's budget through spending spreadsheets, purchase necessary equipment, and provide financial education to young people in Southend, for example through finance campaigns and events.

Key Responsibilities

- Fundraise for Youth Council events and supported charities.
- Manage the Youth Council budget and spending spreadsheets.
- Purchase necessary items such as snacks and event equipment.
- Provide financial education to young people through campaigns and events.

Time Commitment

- € 2 hours per month in-person meetings
- € 4 hours per month independent work

Cabinet Member

Cabinet Member for Finance, Assets and Public Transport

Key Teams within SCC to Collaborate With

- Fundraising Teams/ SAVS/ Aspirations
- Youth Council Officers

DEPUTY YOUTH MAYOR:

Role Outline

The Deputy Youth Mayor is responsible for running monthly debates in a format they deem appropriate and supporting the Youth Mayor with any necessary work. They represent the young people of Southend at events and ensure meetings run smoothly, fostering a positive ethos.

Key Responsibilities

- Organise and facilitate monthly debates.
- Support the Youth Mayor in their duties and attend events on behalf of the Youth Council.
- Maintain a positive and respectful meeting environment.
- Welcome members and enforce the group system during meetings.
- Keep officers on track and intervene if necessary, including calling votes of no confidence in extreme situations.
- Aid in fostering respect and preventing conflict or unfair treatment among youth councillors.
- Take minutes during meetings.

Time Commitment

- € 2-4 hours per month in-person meetings
- € 4 hours per month independent work

Cabinet Member

Cabinet Member for Planning and Housing (Deputy Leader)

Key Teams within SCC to Collaborate With

- Youth Mayor
- Youth Council Officers