



Creating Connections, Supporting Communities
Woughton Community Council

Woughton Community Council

Youth & Community Officer

Candidate Pack



Council HR and Governance Support
Excellence in all we do

Welcome to Woughton

Woughton is a parish built on connection, care and community strength and our Youth & Community team sits right at the heart of that work. Every day, our officers support young people and families through positive activities, trusted relationships and a welcoming presence across the parish.

We're excited to be recruiting a Youth & Community Officer because as our service continues to grow. You'll join a warm, values-led team with backgrounds in youth work, charity and community development—people who care deeply about Woughton and the residents we serve.

This is a role with purpose, impact and genuine community connection. We're delighted you're considering joining us.

Woughton Community Council



About Woughton

Woughton is one of the earliest parts of Milton Keynes, designed as a series of distinct estates with strong identities and active community life. Around 14,000 residents live across Beanhill, Coffee Hall, Eaglestone, Leadenhall, Netherfield, Peartree Bridge and Tinkers Bridge, alongside two industrial areas and the Milton Keynes University Hospital campus.

The area has long been associated with resilience and community action. Resident associations, youth groups, community food projects, wellbeing initiatives and local charities all play a visible role in daily life, creating a network of support that many residents rely on. Woughton is also home to MK College and key employment sites, bringing a mix of students, workers and visitors into the parish.



Well connected by major roads and public transport, Woughton sits on an important corridor through the city. Yet it retains a strong neighbourhood feel: local centres, schools, community venues and shared spaces where people meet, organise and look out for one another. For anyone working in youth and community roles, it offers a setting where relationships matter and where good work can have a tangible impact.

About Woughton Community Council

Woughton Community Council is the first tier of local government for our parish, representing and supporting seven neighbourhoods. We deliver practical, people-focused services shaped by the needs of our communities, with a strong emphasis on inclusion, fairness and empowerment.

We are proud holders of the NALC Star Council Award and the Quality Council Award, recognising our commitment to innovation, governance, transparency and community impact. These accolades reflect the dedication of our officer team and the strength of our partnerships across the parish.

Our services include:

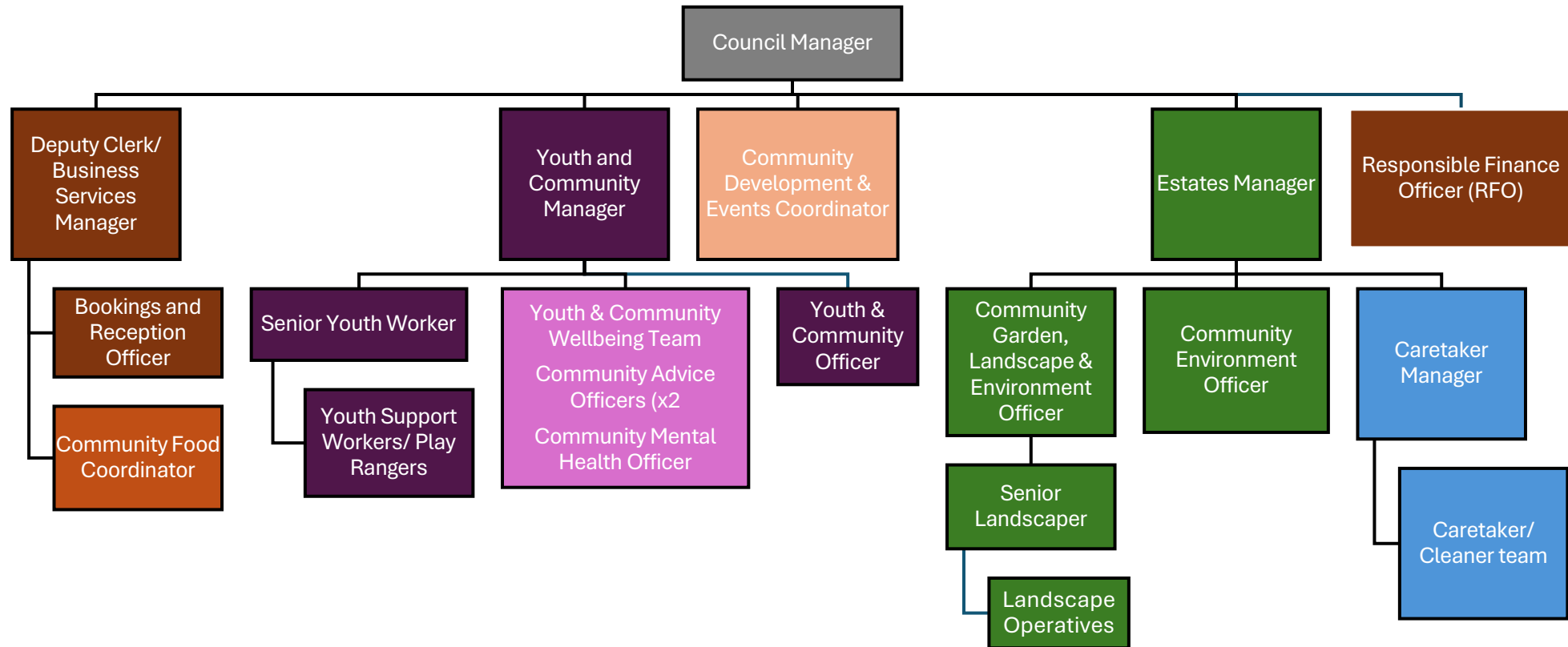
- **Youth & Community** — open-access youth work, wellbeing support, community projects, partnership programmes, and development of the Youth Council
- **Community Food** — community fridges, larders, cafés and zero-carbon food redistribution
- **Wellbeing & Advice** — support through our wellbeing hub and community advice officers
- **Landscaping & Environment** — devolved landscape services, community growing spaces and parish ranger work
- **Community Development & Events** — resident association support, community events and new activity creation
- **Community Buildings** — management of centres, hubs and youth facilities

At its heart, Woughton Community Council is more than a local authority — it is a community organisation committed to supporting, encouraging and empowering local people. We are proud of the work we do, and proud of the communities we serve.



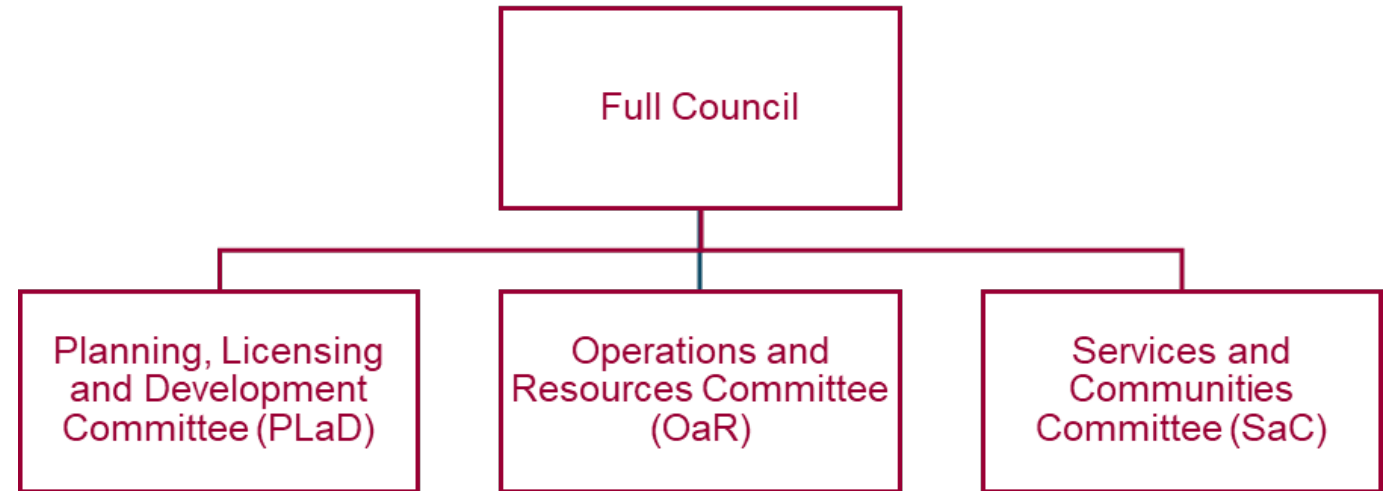
Council Staff

The officer team is made up of people from a wide range of backgrounds - alongside colleagues with experience in local government, we have team members who have joined us from private businesses, charities, community organisations, and even straight from college or university. This diversity is one of our key strengths; it brings fresh perspectives, creativity, and innovation, helping us to think differently and deliver positive change for our community.



Council Structure

Woughton Community Council operates through a committee structure that enables effective decision-making, oversight and delivery across its services and community priorities. These committees report to the Full Council and help ensure the smooth running of Council business.



Each year, the Council asks local residents to share their views through our annual priorities survey. These results, together with input from councillors, staff and partners, help shape a draft plan for the year ahead. This is then discussed at committee meetings and at Full Council, where new ideas are considered, items are added, and changes agreed. The outcome of this process is our Annual Service Plan.

The Service Plan sets out the initiatives the council will focus on during the year. While it doesn't cover everything we do, it highlights the projects that will make a fresh difference in our community.

About Youth & Community Services



Woughton's Youth & Community Services team delivers a wide range of activities and support for young people, families and residents. Our work is practical, welcoming and rooted in creating safe spaces where people can connect, participate and feel supported.

Youth Services

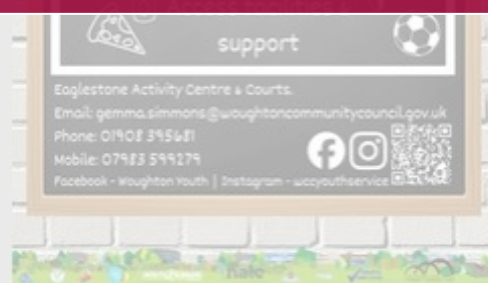
We provide open-access youth sessions, outreach, play activities and project-based programmes designed to help young people build confidence, develop skills and enjoy positive experiences. Activities are varied and include creative and social sessions, outdoor activities, and opportunities for young people to shape ideas and contribute to their community.

Community Services & Projects

We also support wider community engagement through wellbeing activities, community food initiatives, resident-led projects and practical support for local groups. This includes community fridges and larders, advice and wellbeing support, and help for residents to develop their own ideas and events. Our focus is on strengthening connection and participation in an inclusive manner.

Your role within the team

As the service continues to develop, the Youth & Community Officer will contribute to the delivery of youth sessions, community activities and project work, helping ensure our offer remains accessible, relevant and shaped by the people who use it.



About the Role

Job title:	Youth & Community Officer
Responsible to:	Youth & Community Services Manager
Location:	Woughton Community Council Hub
Contract type:	Permanent, 20 hours per week, with some evening work (The work pattern will be agreed with the successful candidate).
Salary:	SCP 18-23: £31,537 - £34,434 (per annum, pro-rata)
Benefits:	Local Government Pension Scheme, 26 days annual leave (plus bank/public holidays), ongoing support for professional development and a Bike to Work loan scheme.

As a community focused officer, the role works across service areas, supporting existing service delivery and developing new partnerships, and opportunities to benefit residents.

The Youth & Community Officer will lead on delegated projects, in conjunction with other WCC officers and members, community partners, external agencies, statutory and voluntary organisations. This will include taking an active role in the development of key outcomes, such as the further development of the wellbeing centre at No 99 and the creation and support of a Youth Council, as well as a diversity of other projects, services, and activities.

Job Description

- Support existing projects and development of service delivery across the Youth and Community directorate, and other service areas.
- Work with the wider teams to ensure that all services offered are accessible, relevant and of value to all those living, educated, working or visiting the parish.
- Be responsible for the planning, delivery and evaluation of delegated projects.
- Work with community members, building strong relationships and encouraging them to participate, with a view to empowering residents to have ownership within the council's offer.
- Develop strong working relationships with local community groups, community partners, external agencies, professional bodies, statutory and voluntary organisations, representing WCC professionally at all times.
- Work with existing and new partners to develop community cohesion and a sustainable service offer, reducing duplication and building long term approaches.
- Collect, collate and report evaluation data for projects to inform future activity.
- Ensure that the Youth & Community services are effectively communicated with the public and external partners, using a variety of approaches including creation and sharing of materials. Work collaboratively with colleagues across the council to support shared priorities and goals.
- Act as Deputy Safeguarding Lead (training will be provided).
- Carry out any other reasonable duties appropriate to the grade of the post, as required.

Person Specification



Experience

- Experience of working with local communities and community groups.
- Experience supporting activities or project in a community setting
- Experience in a safeguarding role (Desirable).



Qualifications & Knowledge

- Relevant qualification in youth, community or environment and willingness to undertake further training
- Understanding of safeguarding and inclusive practise
- Qualification in Safeguarding (Desirable)
- Qualifications in more than one field (youth, community, environment) (Desirable)
- Knowledge of the Woughton Parish area (Desirable)

Skills, Abilities & Attributes



- Warm, non-judgemental approach that builds trust and helps overcome barriers
- Ability to communicate effectively with people from varied backgrounds
- Organised with excellent time management skills
- Solutions focused and collaborative working style
- Able to motivate and empower others without creating dependency
- Ability and willingness to work outdoors in all climates
- Able to record and report data
- Good IT Skills (MS Office, publishing programmes, etc)
- Committed to equal opportunities and the understanding of people's needs
- Flexible and willing to work some evenings and weekends
- Suitable level of physical fitness, with the ability to work outdoors in all weather and undertake regular walking, lifting and manual tasks. (Desirable)
- Presentation skills (Desirable)

Recruitment Process

Recruitment Process	Date
Closing Date for applications	12pm, 11 th September 2026
Panel Interview	24 or 25 September 2026
Anticipated start date	As soon as possible

1. Read the guidance on the Application form & Equal Opportunities form.
2. Ensure all sections of the Application Form are completed. CVs are not accepted as an alternative to the form.
3. Save both forms using your name to identify them.
4. Submit forms via email to recruitment@chrgs.co.uk before the closing date.

Woughton Community Council thank you for your interest and look forward to receiving your application.

Work Sponsorship: Unfortunately, the council is currently unable to offer work sponsorship as it does not hold a Home Office sponsorship license for visas and is therefore unable to process applications that would require a visa to work in the UK.