

# Fair Shares

community time banks

**Job Title:** Young Person's Time Broker

**Organisation:** Fair Shares Community Time Banks

**Salary:** £24,000 – £25,000 per annum (pro rata), depending on experience.

Equivalent to **£14,594 – £15,205**

**Hours:** 22.5 hours per week

**Contract:** This is currently fixed-term 12 month contract, but will continue, subject to funding.

**Location:** Based in Gloucester, with occasional travel to Stroud and other parts of Gloucestershire

**Reporting to:** Gloucester Time Broker, Stroud Time Broker, CEO

**Start Date:** Ideally w/c 23rd June 2025, but open to discussion

**Application Deadline:** June 5th 2025 at 9am

**Interview Date:** 10th June 2025

If you would prefer this information in another format, for example, via video / voice note or other, do get in touch with [katie@fairshares.org.uk](mailto:katie@fairshares.org.uk)

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## Organisation Overview

Fair Shares is a pioneering charity, established in 1998 as the UK's first time bank. We believe everyone has something to offer. Through the giving and receiving of time, we create communities built on kindness, connection, and mutual support.

We work with people of all ages and backgrounds to exchange time, skills, and support — building confidence, friendships, and stronger neighbourhoods. With time banks in Gloucester and Stroud, we run a range of inclusive and dynamic community programmes.

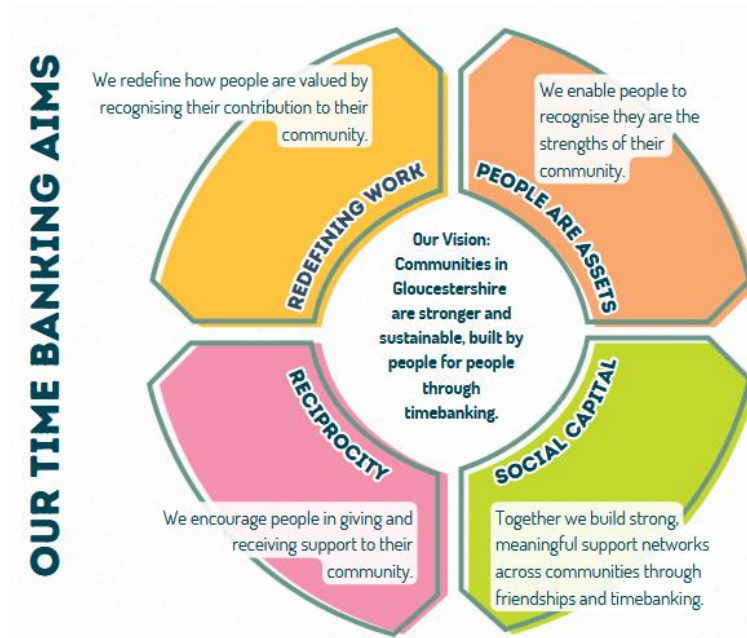
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## Programme Aims

This role supports our commitment to empowering young people by creating inclusive opportunities for them to connect with their communities, build skills, and grow in confidence.

We aim to:

- Empower young people as active contributors in their communities
- Enable skill-building and raise aspirations
- Promote social inclusion, confidence, and wellbeing
- Strengthen intergenerational connections through time banking



## Job Summary

We're looking for an enthusiastic and organised **Young Person's Time Broker** to co-design and deliver engaging, youth-led activities across Gloucester and less frequently in Stroud.

You will support young people to connect with their communities through creative time banking projects and empower them to lead positive, local change.

We want someone who can bring their own skills and interests to the role, using them to inspire and engage young people. We want to hear your interests and ideas!

Do you have cooking skills and might be interested in organising community cooking sessions, or skills in DIY / renovation, and want to use them helping renovate a basketball court? Do you have forest school / outdoor experience and want to pass some of these skills on, community arts experience, or something else?

This is a hands-on position, combining youth outreach, engagement, facilitation, community development, project coordination, and monitoring and evaluation. It's ideal for someone passionate about inclusion, youth empowerment, and practical community work.

## Key Responsibilities

### Project Design & Delivery

- Lead the planning and delivery of Fair Shares' Youth Programme as part of a collaborative team, ensuring it is inclusive, particularly for young people with SEN/SEND.
- Undertake and regularly review risk assessments for all youth activities.
- Engage with young people, their families, carers, partner organisations, charities, community groups and education providers to design and deliver community-based, youth-led projects.
- Facilitate interesting group sessions (e.g., gardening, cooking, woodwork) and individual time banking exchanges.
- Ensure sessions are safe, inclusive, and engaging.
- Provide direct support or referrals to relevant services to promote young people's wellbeing and positive development.

### **Community Engagement & Outreach**

- Build relationships with young people from diverse backgrounds, including those with SEN/SEND.
- Attend community meetings and collaborate with schools, alternative education providers, youth organisations, local authorities, and other partners.
- Promote opportunities for youth involvement in local initiatives.
- Maintain and report delivery data as required.

### **Administration & Evaluation**

- Organise, maintain, and coordinate with other staff accurate records of our youth work: attendance, consent forms, risk assessments, impact logs, and case studies.
- Monitor progress, gather feedback, and contribute to impact evaluation.
- Use Upshot software or coordinate with the IT team to record engagement and outcomes.

### **Promotion & Advocacy**

- Represent Fair Shares and promote the time banking model.
- Develop partnerships with local voluntary, statutory, and community organisations.

## **Compliance & Safeguarding**

- Ensure all activities adhere to safeguarding, health and safety policies.
  - Conduct and update risk assessments, responding appropriately to any concerns.
  - Complete required safeguarding training and ensure the safety of all participants.
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## **What We Offer**

- A supportive and welcoming team environment
  - Opportunities for training, development, and supervision
  - Flexible working arrangements where possible
  - Pro rata annual leave including bank holidays
  - Access to our community wood workshop and van
  - Company pension scheme after three months
  - Weekly “pay-what-you-feel” lunch on Mondays as part of our community activities
  - A meaningful opportunity to make a real difference in young people’s lives!
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## **In Return, We Hope You Will:**

- Uphold Fair Shares’ values of inclusivity, reciprocity, and community-building
  - Be proactive, reliable, and responsive to the needs of young people and the wider community
  - Maintain high standards of professionalism, safeguarding, and record-keeping
  - Commit to ongoing learning and reflective practice
  - Work flexibly and creatively, with a collaborative mindset
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## **Person Specification**

### **Essential Knowledge & Experience**

- A positive role model for young people
- Background in supporting, engaging with and motivating individuals
- Experience in one / some of the following - running youth projects, delivering workshops to young people, teaching, support work, higher / further education / youth work
- Experience working with young people, particularly those who are SEN/SEND, marginalised, or vulnerable
- Strong organisational and administrative skills
- Knowledge of inclusive, strengths-based approaches
- Understanding of safeguarding and health and safety best practices
- Excellent communication and interpersonal skills
- Ability to build relationships with people from all backgrounds
- Self-motivated and able to manage workload independently
- Flexible, adaptable, open minded and responsive to young people's needs and interests
- Willingness to learn about neurodiversity and different ways of experiencing the world

### **Desirable Experience**

- Experience working with NEET or home-educated young people
- Knowledge of or willing to learn about Time Banking
- A selection of skills and interests you feel willing and able to teach to or share with young people (e.g gardening, woodwork, arts and crafts, IT, cooking, drama — all ideas welcome!)
- Experience working in multicultural or diverse communities
- Knowledge of youth groups in Gloucester
- Lived or professional experience of mental health issues

- Relevant training or qualifications (e.g., safeguarding, first aid, teaching)
- Experience building relationships with partners in charity, statutory, or business sectors
- Full driving licence and access to a vehicle (minibus driving a bonus; training provided)

### **Skills & Attributes**

- Welcoming, empathetic, and adaptable
- Confident in group facilitation and practical session delivery
- Creative and resourceful problem-solver
- Strong rapport-building with both young people and adults
- Able to work both independently and as part of a team

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### **Additional Requirements**

- Enhanced DBS check will be required (applicants with previous convictions welcome to apply). We can help you apply for one when relevant.
- Driving licence desirable; willingness to drive a minibus is a plus
- Safeguarding training required (can be provided)
- First aid training desirable (can be provided)

We are committed to accessible recruitment. Please let us know if you require this information in a different format or wish to apply in an alternative way (e.g., by phone or voice note).

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### **Equality, Diversity & Inclusion**

Fair Shares is committed to promoting equality, diversity, and inclusion. We actively welcome applications from individuals of all backgrounds, identities, and lived experiences.

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## How to Apply

- Complete the application form at: [www.fairshares.org.uk](http://www.fairshares.org.uk)
- Return completed forms to: **katie@fairshares.org.uk**
- **Application Deadline:** June 5th 2025 at 9am
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