

## Job Description and Person Specification

<b>Job Title</b>	<b>Youth Worker (Activities Leader)</b>
<b>Salary</b>	£10 per hour (subject to qualifications and experience)
<b>Hours</b>	8 hours per week, term time only - Tuesday and Wednesday evenings; 6.30 – 9.30 pm (post requires evening and weekend work) plus 2 admin hours per week
<b>Location</b>	Home based with evening hours based at Club SC (Chiltern Edge School, Sonning Common)
<b>Report to</b>	The Management Committee

### Main Purpose of Role

To be responsible for running youth club sessions, including the delivery of specific programmes of activities/ projects for and with young people.

A minimum of two evenings a week will be required.

### The main objective is:

<b>Objective 1</b>	To ensure the smooth running of the youth club
<b>Objective 2</b>	To encourage volunteers to take an active role in the planning and delivering of youth activities
<b>Objective 3</b>	To encourage new young people to come to the club
<b>Objective 4</b>	To work with the local community to raise the profile of the club

### Key Tasks and Responsibilities

#### Youth Activities

- To establish contact and build sustainable working relationships with young people to encourage and motivate their participation in the youth club.

- To plan, deliver and lead on agreed programmes of activities/programmes with young people which is active and fun as approved by the Committee.
- To lead the development of specific programmes of youth work aimed at promoting and ensuring the personal and social educational needs of young people are identified and met.
- To market the club on Facebook, Twitter, and with posters around the village, flyers in book bags etc
- Assist and lead on securing external funding for youth work.
- Manage, co-ordinate and support the project team, ensuring the team fulfils its duties and responsibilities by providing clear work programmes that are planned, monitored and reviewed.
- Assist in the recruitment, day-to-day management and development of project staff and volunteers as appropriate. This will include ensuring that the project team receive regular supervision sessions.
- Assist in establishing and maintaining effective working relationships with other relevant agencies involved in the provision of services to support young people. Assist in liaising with community groups and external organisations when required to raise awareness of Youth Work provision within the locality.
- To take responsibility for the health and safety of young people and employees, for the safeguarding of premises, furnishings and equipment, and also for the collection and recording of monies received in accordance with guidelines and instructions where appropriate.
- To attend supervision meetings and annual appraisals and to contribute to staff meetings and training courses as required
- This role is subject to an Enhanced DBS check

**LIAISON WITH:**

- Young People
- Youth Support Workers
- Volunteers
- Team members
- The Chairman and The Management Committee

### Person Specification

	Essential or Desirable	Application or Interview
<b>Qualifications and Experience</b> <ul style="list-style-type: none"> <li>• A minimum of one year working face-to-face with young people – this can be from a voluntary position</li> <li>• Experience of delivering projects/workshops/training with young people</li> <li>• Experience of working with youth groups and clubs</li> <li>• Experience of monitoring and evaluation</li> <li>• A full clean UK driving licence and access to a vehicle</li> </ul>	Essential  Desirable  Desirable Desirable Desirable	A & I  A & I  A & I A & I A
<b>Skills</b> <ul style="list-style-type: none"> <li>• Excellent communication and interpersonal skills, including being able to positively engage and motivate others</li> <li>• In-depth knowledge and understanding of the range of issues relevant to and affecting young people</li> <li>• Highly organised and able to manage own workload</li> <li>• Ability to determine priorities and targets and achieve them including when working under pressure.</li> <li>• Confident user of IT, including Excel, Word, PowerPoint</li> <li>• Understanding of data security/data protection</li> </ul>	Essential  Essential  Essential Essential  Essential Essential	A & I  A & I  A & I A  A A
<b>Values and Attitudes</b> <ul style="list-style-type: none"> <li>• Integrity and discretion when dealing with sensitive information</li> <li>• Passion and enthusiasm for supporting the sustainability for the club</li> <li>• Committed to treating people equally, respecting differences and challenging prejudice and discrimination</li> <li>• A flexible approach to work including a willingness to take on tasks outside the normal remit and to work irregular hours, travel</li> <li>• A positive, enthusiastic and 'can do' approach to work</li> <li>• Committed to your own learning and development</li> </ul>	Essential  Essential  Essential  Essential  Essential Essential	A & I  A & I A  A A  A & I A & I