

***JOB DESCRIPTION***

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| **Job Title:** | **Assistant Youth Worker** | | |
| **Salary:** | Under 18 £7.32 per hour £13,332.40 (pro rata £3,996.72)  18-21 £10.59 per hour £19273.80 (pro rata £5,782.14)  21+ £11.44 per hour £20820 (pro rata £6,246.24) | | |
| **Benefits** | Excellent training and professional development opportunities  Free parking available at all our sites  YMCA Gym and Fitness Centre membership  Discounted childcare  Bike to work scheme | | |
| **Hours and Location of work** | Our posts are based across East Surrey. This is a permanent position all year contract. Please be aware that during the school holidays, hours may vary to include daytime provision. | | |
|  | **Area of work** | **Locations** | **Available hours** |
|  | Youth Work | Reigate and Banstead including Horley, Reigate, Redhill, Merstham and Tadworth | 10.5 hours across 4 days to include afterschool and/or evening working. |
| **Responsible to:** | Youth Work Manager | | |
| **Responsible for:** | N/a | | |
| **Job Purpose:** | To actively engage young people in informal learning opportunities that promote their physical, mental, social and emotional development. | | |
| **Background to role** | If you would like to gain experience of working with children and young people and you want to make a meaningful difference to their lives while learning new skills yourself, we would love to hear from you.  More information about our services can be found on our website <https://www.ymcaeastsurrey.org.uk/children/> | | |
| **Main Responsibilities:** | * To actively engage with young people aged 10 to 18 in a wide range of youth work programmes that promote personal and social development. * To record and collect data with various tools such as Outcome Star and to use this to evaluate the effectiveness of youth work programmes. * Attend staff meetings, training and staff development events, as appropriate, to ensure continuous professional competence and development commensurate with the role * Involve young people in co-production of all the youth work undertaken. * To supervise the activity environment to ensure physical and emotional/personal safety for all children and young people attending. This includes completing appropriate records of any accidents, injuries or incidents that may occur, and any medication administered using My Concern safeguarding software. * Where necessary to administer First Aid for young people who have had an accident. * Undertake any other duties and responsibilities reasonably requested by the Coordinator / Manager. | | |

**PERSON SPECIFICATION:**

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|  |  | **Essential** | **Desirable** | **How measured (application, assessment, interview)** |
| **Qualifications, Education & Training:** |  |  |  |  |
|  | Introduction to safeguarding children and safeguarding adults training or willingness to undertake | X |  | Application, Interview |
|  | Food hygiene training or a willingness to complete this |  | x | Application, Interview |
|  | Level 3 Youth Work or equivalent professional qualification or willingness to working towards |  | X | Application, Certificates |
|  | Relevant training in positive behaviour management, positive touch and epilepsy |  | x | Application, Certificates |
|  | First Aid qualification or willingness to undertake this |  | X | Application, Certificates |
| **Experience** |  |  |  |  |
|  | Experience of supporting others in their work with children and young people |  | X | Application, interview |
|  | Experience of running activities for children and young people. |  | X | Application, interview |
|  | Experience of positively managing children and young people’s behaviour in various situations |  | X | Application, interview |
|  | Experience of planning, organising and carrying out tasks e.g. music, drama, art and cooking sessions. |  | X | Application, interview |
|  | Experience of handling and administering medications |  | x | Application, interview |
|  | Experience working in an educational, or social care setting. |  | x | Application, interview |
| **Abilities, skills, and attitude** |  |  |  |  |
|  | Knowledge of Safeguarding Children and Adults at Risk practice or willingness to learn | x |  | Application, interview |
|  | Ability to always hold the well-being and positive development of children and young people as paramount. | x |  | Application, interview |
|  | Knowledge of the importance of play and youth work for children and young people’s development. | x |  | Application, interview |
|  | Demonstrate a positive attitude and can-do attitude | x |  | Application, interview |
|  | Commitment to equal opportunities, diversity and inclusion | x |  | Application, interview |
|  | Good communication skills | x |  | Application, interview |
|  | Ability to work independently and as part of a team | x |  | Application, interview |
|  | Ability to maintain safe working practices | x |  | Application, interview |
|  | Commitment to the YMCA’s Values, Aims and Purposes | x |  | Application, interview |
|  | Kind, caring and committed to ensuring children and young people’s needs are the highest priority | x |  | Application, interview |
|  | DBS check for working with children and adults at risk | x |  | Application, DBS check |
|  | Meet all criteria of Children Act 1989 and 2004 | x |  | Application, interview |
|  | Good record keeping skills | x |  | Application, interview |
|  | Willingness to work flexible hours |  | x | Application, interview |
|  | Car driver or ability to travel between sites |  | X | Application, interview |