

***JOB DESCRIPTION***

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| **Job Title:** | **Youth Worker**  |
| **Salary:** |  FTE:£26,080 pro rata £14.33 per hour. 12 hours per week term time  6,706.44 basic pay1,134.93 holiday payTotal holiday pay- £7,841.37So pro-rate salary will be £7,841.37 |
| **Benefits**  | Excellent training and professional development opportunitiesFree parking available at all our sitesYMCA Gym and Fitness Centre membershipDiscounted childcareBike to work scheme |
| **Hours and Location of work**  |  |
|  | **Area of work** | **Locations** | **Available hours** |
|  | Youth Work | Across RBBC and Tandridge. The base would be Horley Young People and family centre with sessions being run across East Surrey.  | 12 hours per week term time. Various hours between 2.30pm and 9 pm  |
| **Responsible to:** | **Youth Work Manager**  |
| **Responsible for:** | Assistant Youth Workers |
| **Job Purpose:** | To plan, deliver and evaluate detached youth sessions on our Y bus and youth club activities for young people and ensure that all safeguarding, regulatory and health & safety requirements are met. To actively engage young people in informal learning opportunities  that promote their physical, mental, social and emotional development.  |
| **Background to role** |  If you have 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 plan, deliver and evaluate YMCA East Surrey Youth Work offer including detached and centre-based youth work.
* To oversee part time staff and volunteers, providing professional support and guidance.
* 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 deliver information, advice, and guidance to young people referring to specialist agencies where appropriate
* To meet with young people and set an action plan to assist with their social and personal development.
* Deliver information, advice, or guidance to young people referring to specialist agencies where appropriate
* 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
* Ensure that staff understand and operate in accordance with YMCA East Surrey policies and procedures for health and safety, risk assessment and safeguarding children and young people to provide a safe working environment
* Contribute to the development and production of Children and Young People policies and procedures to ensure they are appropriate to the needs and wellbeing of young people
* Liaise with local partners and stakeholders in schools, the voluntary and statutory sectors to enhance the coherence, range, reach and quality of services for young people
* 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
* To keep the Y bus in an orderly manner including conducting checks, refuelling and making sure the Y bus is safe and ready for delivering sessions.
* To work with the rest of the YMCAES Children and Young People’s team to help ensure attendance figures reach agreed targets in line with budgets.
* Undertake any other duties and responsibilities reasonably requested by the Coordinator / Manager.
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**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 |
|  | Driving licence and willing to drive the Y bus  | x |  | Application, interview |