

Job Description Assistant Youth Worker

Reporting to	Youth Work Manager (Lead Youth Worker)
Service Area	Youth work
Location	As needed across East Surrey
Hours of work	As and when
Holidays	
Probation Period	
Contract Type	Casual
Grade and Salary	

About us

YMCA East Surrey is a vibrant charity that has been actively supporting the local community since 1870. We help people to believe in themselves, support them to achieve their goals and inspire them to be the best they can be by providing services that focus on those who are vulnerable, have a disability or face disadvantage.

Children and Young People (CYP)

YMCA East Surrey believes in children and young people and seeks to offer inclusive services and activities that support them to make the best start in life by staying safe, being healthy, enjoying and achieving, and making a positive contribution to society. We work with over 9,000 children and young people every year.

Children and Young People have four service areas:

- Youth and Family Services – including Family Centres offering targeted and early intervention support, centre based and detached youth work.
- Childcare and Children’s Activities – including Pre-schools, out of school childcare, sports and recreation, creche and parties.
- Emotional Wellbeing and Mental Health – including one-to-one and group therapeutic services in schools and community settings.
- Disability Services – including Short Breaks respite play and youth clubs, LifeWorks Alternative Education Provision and Face2Face parent/carer support

Job Purpose

Delivering youth services activities for 10 – 18 yr olds in East Surrey. Assist in the implementation of the centre based youth work, detached youth work and ESCAPE holiday diversionary activities across East Surrey.

Key Responsibilities

- Assist with the delivery of social and personal development programmes with young people within the assigned areas.
- Report any safeguarding concerns, by following safeguarding procedure, to lead worker and complete a my concern

- Actively engage young people aged 10 to 18 in a wide range of youth work programmes that promote personal and social development, challenge, enjoyment and results in recorded learning.
- Deliver information, advice, or guidance to young people referring to specialist agencies where appropriate.
- Implement the YMCA East Surrey Youth Service youth work plan through face to face youth work with the involvement of young people and quality assurance procedures in the assigned areas to ensure the delivery of high quality youth work.
- Collate and capture youth work evidence in order to facilitate assessments of performance and quality.
- Record youth work data from the sessions and be knowledgeable about the requirements for tracking young people's progress.
- Attending YMCA East Surrey mandatory training
- Attend staff meetings, training and staff development events, as appropriate, to ensure continuous professional competence and development.
- Operate in accordance with YMCA East Surrey policies and procedures for health and safety, risk assessment and safeguarding children and young people to provide safe and healthy working environment.
- Prepare youth club session by setting up the environment and at end of youth work session clear away.
- Carry out assigned duties and responsibilities of the post with due regard for YMCA East Surrey's equality and diversity policies and procedures.

General

- a. Represent YMCA with professionalism and compassion, maintaining a positive and inclusive public image at all times
- b. Participate in supervision, appraisal and learning and development, taking responsibility for maintaining the knowledge and skills required for this role
- c. Take responsibility for your own health and safety and that of others, reporting any risk promptly
- d. Work within YMCAES policies and adhere to the terms outlined within them

Key Working Relationships

- Young people – to engage with young people and to act as a role model within our youth club and detached sessions and to manage behaviour appropriately to ensure safety for everyone
- Lead Youth Worker - to support the lead worker in running youth work sessions
- Youth work team, work alongside volunteers including young volunteers to ensure the smooth running of youth work sessions and provision
- Youth Work Manager – to liaise when appropriate in the monitoring, safeguarding training, communication and staff shifts

Scope of the Role and Limits of Authority

Information and Communication Resources

- To support Lead youth worker in completing evaluation and planning processes including session recording sheets
- To record safeguarding concerns
- Follow risk assessments and create a safe environment
- Making sure young people are safely and appropriately using equipment and modelling expected behaviours and boundaries

Material Assets

- To make sure equipment and the environment is cared for including setting up equipment and putting away at the end of session to the required standard.
- To make sure food is served hygienically
- Making sure young people are safely and appropriately using equipment and modelling expected behaviours and boundaries
- To follow risk assessments and to maintain a safe environment following safe procedures and to report any dangers

People Management

- To lead young people in activities which might include sports, games, cooking etc.
- To support young volunteers and help them to gain leadership skills

Delegated Responsibilities and Authority Limits:

- The Assistant youth worker will report to the Lead Youth Worker and at times, the Youth Work Manager.

Legal Regulatory and compliance responsibility

- Ensure compliance with Safeguarding legislation and organisational safeguarding policies and follow guidance from relevant regulatory bodies as required.
- Ensure compliance with UK GDPR and organisational data protection policies at all times.

Person Specification

	Essential	Desirable
Education and Qualifications	Ability to read and write English grade 4 GCSE or functional skills level 2 or equivalent	First Aid qualification Level 2 in youth/community/sports leader award or equivalent
Knowledge and Experience	Ability to relate well to young people, maintaining enthusiasm and enabling them to feel valued Ability to assist and implement a creative, varied and appropriate programme of activities that allow both fun and informal learning for young people of this age group, including addressing issues that may be of importance to them	
Key Skills and Abilities	Able to perform basic administrative operational tasks IT literacy and ability to use IT systems such as Office, Outlook, Social Impact Tracker, social media etc. Ability to communicate effectively coupled with good listening skills Ability to record young people's learning An ability to assess needs, monitor outcomes and achieve targets	Full driving licence
Personal Attributes	Commitment to equality, diversity and inclusion in all aspects of work and understanding of how it applies to own role Values collaboration and respect for different perspectives Open to learning and continuous development Empathy and ability to listen to others Be energetic and have fun	
Other		

Employee Declaration

I confirm that I have read, understood and agree to the expectations outlined in this job description

Name:

Date:

Signed: