**Job Description and Personal Specification**

**Role:** Youth Worker

**Responsible To**

The Youth Worker will be accountable through the Youth & Community Team Leader and the Director of Youth & Community Development, ultimately to the Chief Executive and Board of Management. The Youth & Community Team Leader (Line Manager) will provide supervision and support (subject to location).

To agree priorities with the line manager and manage your workload effectively and realistically within the contracted hours of the post.

**Our values:**

The post holder will be expected to operate in line with our workplace values, which are:

**Inclusion**

We recognise that every person is different but equally valuable. We actively include people at every level of our organisation, ensuring that our service users, young people, staff, trustees, volunteers and customers are representative of the communities that we serve. We work hard to enable each person to realise their potential.

**Compassion**

Our work is focussed on connecting with people, and responding to them in a caring and compassionate way.

**Community**

We believe that we are designed to live alongside other people. Our work actively creates opportunities for the people who are part of the YMCA (our young people, service users, staff, volunteers, customers etc) to be part of a community.

**Humility**

We are here to serve the needs of the communities in which we work. We don’t know everything. We listen to, and work alongside others to ensure that together we are making an impact where it is most needed. If we make mistakes – we learn from them and are honest and open about it.

**Creativity and Innovation**

We aren’t afraid to try a new approach or take a measured risk to increase the impact we make and respond to the challenges in our communities.

**Sustainability**

We think about the future, working in ways that bring about long-term benefit to our communities and our planet.

**Job Purpose**

To provide a safe welcoming fun environment for young people aged 10-19 accessing the youth club, to design deliver and evaluate a range of informal learning opportunities

**Policy of the Project**

The YMCA’s policy is to assist all enquiries, irrespective of race, religion, gender, sexual orientation, disability or political belief. All information is to be treated in a confidential manner at all times.

**Main responsibilities**

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|  | **Operational delivery** |
|  | To provide a safe welcoming environment for young people, staff, agencies and visitors. |
|  | Deliver an effective service provision to all young people who access the project |
|  | Deliver the youth club during opening times. |
|  | Deliver the youth club 37 weeks a year during term time |
|  | To contribute in the 3 youth club programme planning weeks, which can include young people as well as staff and volunteers. The planning evenings will be instead of term time open access sessions. They will be for planning a young people centred, relevant, high quality programme of youth work curriculum, issue based and positive activities for each period.  The times for these will be:  1) Last Week of Term 4 (April)  2) Last Week of Term 6 (July)  3) Last Week of Term 2 (December) |
|  | Undertake as requested any other appropriate duties, as may be required from time to time. |
|  | **Young People** |
|  | Help young people’s personal and social development through a range of formal and informal activities |
|  | Encourage young people to participate in the youth club sessions and be involved in the development of the youth club. |
|  | Ensure young people are aware of the positive activities, opportunities and support available to them within the wider community. |
|  | To encourage young people’s participation and ownership of the youth club through encouraging membership of young people’s Steering Group and supporting young people to take up volunteering opportunities within the youth club.  The Young people’s Steering group   * To encourage young people to join a Steering Group for the youth club. * To support the development of the Youth Steering Group.   The name of steering group, its shape, format, formality, remit and frequency of the group will be negotiated in each youth club with the involvement of young people.  Whether members are elected, appointed or self-appointed and how long members serve will be negotiated with the young people of the youth club.  The group will be a vehicle to represent the voice of young people, influence the direction of the youth club, peer leadership, represent and advocate on behalf of young people.  As an example: Members to be committed to working collaboratively with others on the group and the group would meet during a youth club session.  The steering group will also have a voice and contribute to the 3 planning meetings |

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|  | | **Staff** |
|  | | Work collaboratively with all staff (paid and voluntary) within YMCAM. |
|  | | To attend two staff compulsory ELearning training sessions a year for the staff team.  Two weeks of the year will be used for training. This will be during term time and all open access youth clubs will shut during this time.  The times of the training will be The times of the training will be :  1) Last Week of Term 1 ( October )  2) Week 2 Last week of Term 3 (February)    The coordinated two week training periods is agreed in advance with the Director of Youth and Community.  Each staff training Inset session will be for eLearning and will take place instead of open access youth club sessions |
|  | | **Financial/Administrative** |
|  | | Assist the Team Leader in the collection of subs and completion of nightly cash reconciliation sheets. |
|  | | Assist the team Leader with the collection of other monies received such as tuck and donations. |
|  | | To assist in the recording of all statistical information. |
|  | | Follow the organisations financial procedures |
|  | | Assist the Team leader by contributing information to reports |
|  | | **Health and Safety** |
|  | | To ensure the youth club provides a safe environment for young people, staff and all visitors by upholding the organisations policies and procedures. |
|  | | To ensure the proper use and maintenance of all equipment, including the immediate reporting of equipment breakdowns/failures in accordance with organisational policies and procedures. |
|  | | To keep the line manager informed of all health and safety and safeguarding incidents and reporting procedures are followed. |
|  | | **Strategic** |
|  | | To promote YMCA Brunel Group within Brunel Group . |
|  | | Potential additionally funded work.  It is hoped that there will be additionally funded work which would be paid in addition to contracted hours. This is not guaranteed and subject to securing funding.  If funding for additional hours is found, there will be the opportunity for team leaders and youth workers to work with the Directory of Youth and Community in developing and delivering sustainable projects in conjunction with local and possibly wider groups, service users and others. Carrying out this task as realistically and effectively possible within the additional funded hours. |
|  | | **Personal** |
|  | | To pursue standards’ of excellence and best practice in every aspect of YMCAM activities by:   * Regularly reflecting on your own performance * Actively pursuing personal development opportunities in consultation with your line manager * Participation in training opportunities. Non-compulsory training will be in consultation with your line manager and subject to funding. * Participating in the supervision and appraisal processes. 2 supervisions and 1 appraisal a year with your line-manager * Maintain an up to date knowledge of issues affecting young people |
|  | | To understand and act at all times within all organisational policies and procedures. |
|  | | To act professionally and maintain appropriate boundaries by exercising both self – control, a positive approach that promotes the work of YMCAM both within and outside the workplace. |
|  | | **Relationship to other bodies** | | |
|  | | **Internal** | | |
|  | | To contribute and maintain a culture where staff and volunteers promote YMCA Mendip positively and understand their responsibility to working with the organisation. | | |
|  | | Will keep the line manager informed on all matters relating to their work and advice on the development of new areas of work or available funding. | | |
|  | | Will attend the appropriate meetings as required | | |
|  | | Will maintain effective relationships with other members of YMCA Mendip’s staff team, paid and voluntary, and committee members. | | |
|  | | Will participate and contribute to YMCA Mendip staff meetings and will be involved in YMCA matters, regionally, nationally. This is dependent of funding for additional hours to carry this out. | | |
|  | **External** | | |
|  | To help promote throughout Mendip and South Somerset the work of YMCA BRUNEL GROUP this will include liaising with community groups, voluntary and statutory agencies and giving talks/presentations. This is dependent of funding for additional hours to carry this out. | | |
|  | Promote the youth club and its activities to other agencies and the general public. This is dependent of funding for additional hours to carry this out. | | |
|  | Promote and develop relationships and work cooperatively with agencies, services and other professionals to enhance the services to young people. This is when working with external agencies & Services during youth club sessions. Carrying out additional work outside of the youth club setting is subject to funding. | | |
|  | Promote the youth club to young people in the area to encourage participation. This is dependent of funding for additional hours to carry this out. | | |
|  | Will liaise with other staff and agencies working in the field of young people services for the benefit of the YMCA Mendip and young people | | |
|  | Will involve young people in the planning and delivery of the service | | |
|  | Working with the Director of Youth and Community and other youth and community team, members involving young people and the communities in the planning and delivery of new services. This opportunity for additional work on new services is subject to finding additional funding for additional hours. | | |
|  | Build and maintain existing relationships with other agencies to promote and encourage their support of and involvement in the development of the project. | | |
|  | To develop a good working knowledge and understanding of the remit of relevant partner agencies and their working practice. Carrying out this task as realistically and effectively possible within the contracted hours. | | |

**Scale and Impact**

* Able to respect the Christian ethos to the YMCA and uphold its values
* As agreed with line manager the post holder will be responsible for specific session delivery in accordance with YMCA Mendip Policies and Procedures.

**Environment**

* The post of youth worker is based at the Youth Club but may be required to assist elsewhere as and when required.
* Unsociable hours are a normal part of the post, and the post holder must be willing to work flexible hours which will include evenings and weekends. Any overtime is agreed in advance with the Line Manager.

**Discretion to Act**

* The Youth Worker is line managed by the Youth & Community Team Leader dependent on the location, who has access to the organisation’s decision making process through their line manager.

**Training**

NVQ level 2 youth work qualification. The post holder will be required to achieve this or equivalent if not already obtained

**Person Specification Frome Youth Worker**

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| **Experience** | | | **Essential** | **Desirable** |
|  | Experience in face-to-face work with young people in paid or voluntary capacity aged 10-19 | | **√** |  |
|  | Knowledge of issues affecting young people to aid them to achieve their full potential | | **√** |  |
|  | Experience of delivering services in a youth work and or community setting | | **√** |  |
| **Qualifications** | | | | |
|  | | Youth Work NVQ level 2 or equivalent qualification in a relevant professional discipline |  | **√** |
|  | | GCSE level English and Maths |  | **√** |
|  | | Counselling/Listening skills |  | **√** |
|  | | Advice / Information |  | **√** |
| **Skills/Abilities** | | | | |
| **Young People** | | | | |
|  | To actively enable and empower young people in all the work that is undertaken | | **√** |  |
|  | Knowledge of appropriate support agencies and networks for young people aged 10-19 years within the community | | **√** |  |
|  | Ability to understand and relate to the needs and concerns of clients and young people in the community | | **√** |  |
| **Staff** | | | | |
|  | To work as part of a team, be open, honest, able accept and to give constructive criticism | | **√** |  |

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| **Financial/Administrative** | | | |
|  | To communicate appropriately and effectively in writing & orally, in person and by telephone. | **√** |  |
|  | Good IT skills |  | **√** |
|  | To accurately record, monitor and maintain relevant records | **√** |  |
|  | Experience of money handling | **√** |  |
|  | Actively consider, explore, and contribute ideas to help develop solutions to ensure the long term financial sustainability of the work after the cessation of the existing funding.  This will be supported through the Senior Fundraiser. | **√** |  |
| **Health & Safety** | |  |  |
|  | A working knowledge of Health and Safety principles to ensure the safety of employees and service users. | **√** |  |
|  | Experience of analysing risks and influencing Health and Safety practice through organisational policies and procedures. | **√** |  |
| **Personal** | | | |
|  | To be an effective listener. | **√** |  |
|  | Ability to be innovative, take initiative, be self-motivated and plan own work load | **√** |  |
|  | Understanding of and commitment to equal opportunities | **√** |  |
|  | To work in a non-judgemental way | **√** |  |
|  | Possess excellent interpersonal skills | **√** |  |
|  | Ability to build confidence and motivate others | **√** |  |
|  | Have the capacity to work on own initiative and on occasions unsupervised | **√** |  |
|  | Ability to share knowledge in one-to-one and group settings and in an informal and formal way | **√** |  |
|  | Have the ability to ensure confidentiality at all times | **√** |  |

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| **Terms and Condition** | | |
|  | Salary | These are fixed term contracts. |
|  | Hours | Subject to location some Youth Worker posts are:  Total of 3 hours per youth club session a week for 37 weeks and also 3 hours per week for 2 weeks for Training during term time.  3 hours per youth club session = 2 hours face to face delivery 1 hour for preparation and session briefing’s  4 hours per annum allocated for 2 supervisions and 1 appraisal |
|  | Annual Leave: | 6.6 weeks annual leave pro rata (5 weeks including Bank Holidays). Holidays to be taken outside of term time only.. Holidays to be taken outside of term time only.  Annual leave will be factored into monthly salary. Salary will be spread over 12 months. |
|  | Notice Period: | 4 weeks |
|  | Job Location: | Based at Youth Clubs in Mendip or South Somerset  Please specify the Youth Club you are interested in. |
|  | Probationary Period | 6 months. |
|  | Company Pension | YMCA Mendip has a Group Stake Holder Pension Plan in line with the Governments Auto-Enrolment Pension Scheme arrangements, eligible staff will be automatically enrolled, Non-eligible staff and Entitled staff can request to join the pension scheme. |