**Job Description and Personal Specification**

**Role:** Youth Worker for Young carer

**Responsible to:**

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

**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.

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| **Job Purpose**  To provide a safe welcoming fun environment for young people aged 11-19 accessing the youth club, to design deliver and evaluate a range of informal learning opportunities  **Main responsibilities**   |  |  | | --- | --- | |  | **Operational delivery** | |  | To provide a safe welcoming environment for young people young carers, staff, agencies and visitors. | |  | Deliver an effective service provision to all young people who access the project | |  | Promote and develop relationships and work cooperatively with agencies, services and other professionals to enhance the services to young people | |  | Promote the youth club and its activities to other agencies and the general public. | |  | Deliver the youth club during opening times. | |  | The post holder may be required to undertake additional duties commensurate with this level of post. | |  | **Young People** | |  | Promote the youth club to young people in the area to encourage participation | |  | 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. | |  | Will encourage membership of the Youth Steering Group |  |  |  | | --- | --- | |  | **Staff** | |  | Work collaboratively with all staff (paid and voluntary) within YMCA Brunel. | |  | **Financial/Administrative** | |  | Assist the Youth Worker in Charge in the collection of subs and completion of nightly cash reconciliation sheets. | |  | Assist the Youth Worker in Charge 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 Youth Worker by contributing 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 Mendip within Mendip. | |  | **Personal** | |  | To pursue standards’ of excellence and best practice in every aspect of YMCA Brunel activities by:   * Regularly reflecting on your own performance * Actively pursuing personal development opportunities in consultation with your line manager * Participation in training opportunities * Participating in the supervision and appraisal processes * 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 YMCA Brunel both within and outside the workplace. |  |  |  |  |  | | --- | --- | --- | --- | |  | | **Relationship to other bodies** | | |  | | **Internal** | | |  | | To contribute and maintain a culture where staff and volunteers promote YMCA Brunel 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 Brunel’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. | | |  | **External** | | |  | To help promote throughout Mendip the work of YMCA Brunel’s this will include liaising with community groups, voluntary and statutory agencies and giving talks/presentations. | | |  | Will liaise with other staff and agencies working in the field of young people services for the benefit of the YMCA Brunels and young people | | |  | Will involve young people in the planning and delivery of the service and any new services. | | |  | 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 thorough understanding of the remit of all partner agencies and their working practice. | |   **Scale and Impact**   * As agreed with line manager the post holder will be responsible for specific session delivery in accordance with YMCA Brunel’s 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 Young carers Team Leader or Youth Worker in charge, 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**   |  |  |  |  |  | | --- | --- | --- | --- | --- | | **Experience** | | | **Essential** | **Desirable** | |  | Experience in face-to-face work with young people in paid or voluntary capacity aged 11-19 | | **√** |  | |  | 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 11-19 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 | | **√** |  |  |  |  |  |  | | --- | --- | --- | --- | | **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 | **√** |  |  |  |  |  | | --- | --- | --- | | **Terms and Condition** | | | |  | Salary | YMCA Brunel salary | |  | Hours | Subject to location, some Youth Worker posts are:  Total of 3 hours per week - 2 hours per week delivery and 1 hours preparation. Delivered over 22 weeks per year | |  | Annual Leave: | 5 weeks annual leave plus bank holidays pro rata | |  | 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 Brunel 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. | | | |
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