

COMMUNITY YOUTH PROJECT

Registered Charity Number 1093293

JOB DESCRIPTION

Position: Youth Worker
Reports to: Chair of Trustees
Responsible for: Youth Support Workers (Paid and Volunteers)
Salary: £28,000 per annum
Hours: Full Time
Location: Greenham Community Centre, The Nightingales, Newbury RG14 7SZ.

KEY PURPOSE OF THE JOB

- To lead and develop the work of Community Youth Project's so that it successfully engages the disadvantaged young people of The Nightingales Estate and leaves a lasting positive impact on their lives and future prospects.
- To promote the personal, education, creative and social development of young people helping them to reach their full potential.
- To provide a supportive environment where young people learn to discover exciting new experiences and activities.

KEY ACTIVITIES AND RESPONSIBILITIES

Management and Administration

- Survey existing youth work provision available to young people at the Nightingales Estate, identify and develop plans to address gaps in provision.
- Write, develop and secure funding to implement a business plan for the work of the charity.
- Ensure that all projects are properly documented, are delivered within budget and that work is evaluated and data input into management systems.
- Recruit, develop and line manage a team of part time staff and volunteers.
- Complete performance appraisals and identify staff training needs.
- Identify, develop and maintain strong community relationships with external stakeholders, i.e. schools and colleges, and develop relationships with youth networks in Newbury.
- Work jointly with the Administrator/Youth Support Worker to support the collection of the required outcome monitoring data.
- Implement Community Youth Project's policies and procedures and, when necessary, advise trustees of possible improvements.

Youth Work

- Welcome young people into the building, ensuring everything is running smoothly and supporting young people engaging with the services.
- Deliver youth club and drop in sessions, i.e. organise games, positive activities and workshops.
- Provide information, signposting referral service and support to young people so that they can readily access resources and services.
- Plan and secure funding to deliver creative, adventurous and partnership projects.

- Plan and secure funding to deliver a summer holiday scheme.
 - Support and develop the youth council, identifying and securing funding to support training opportunities.
 - Act as a role model for young people, inspiring them to engage in the services.
 - Have conversations with young people, identifying issues affecting them and how their needs can be met. Identify and refer when targeted youth support is needed.
 - Mentor, coach and support individuals, encouraging young people to develop their self-awareness, independence and individuality.
 - Stay informed on legislation, local and national issues, and best practice in youth work.
 - Ensure that safeguarding and child protection policy and procedures are followed and that the safeguarding of young people is paramount.
 - Carry out all duties in accordance with Community Youth Project's policies and procedures, and with relevant legislation. Where necessary advise trustees of possible improvements.
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- As duties and responsibilities change, the job description will be reviewed by trustees and amended in consultation with the post holder.
 - The post holder will carry out any other duties as are within the broad scope and purpose of the job as requested by the Chair of Trustees.

PERSON SPECIFICATION

Qualifications & Training

Essential

- JNC recognised degree level qualification in Youth Work
- Proven track record in planning and successfully delivering youth projects and programmes.
- At least 3 years' experience of working with young people in an informal youth work setting.
- At least 1 year's previous experience of staff and team leadership & management in the youth work sector.
- Experience of monitoring and evaluation of youth projects.

Desirable

- Experience of developing and nurturing external partnerships with stakeholders (private, charitable and public sectors).
- Experience and proven track record of successful fundraising.
- Experience of working in the voluntary/charitable sector

Abilities, Skills & Knowledge

Essential

- Excellent interpersonal skills, in particular the ability to network and develop positive relationships with young people from disadvantaged backgrounds.
- Strong understanding of the issues facing young people growing up in disadvantaged communities, particularly those experiencing personal difficulties or challenges.
- Good business skills and an ability to plan and manage budgets, analyse financial information and negotiate budget variations.
- Ability to inspire, coach and mentor staff, volunteers and young people so they develop in skills and confidence.
- Ability to communicate concisely and clearly orally and in writing, with good presentation skills to a wide range of audiences.
- Innovative with good analytical skills to develop proposals to meet service objectives.
- Highly organised with the ability to plan and prioritise own workload and to work under pressure.
- Ability to work independently and on own initiative, but also as part of a team.
- People centred, collaborative, honest, respectful and culturally aware with sound judgement and pragmatism to deal effectively with sensitive situations.
- Driven and passionate about transforming the lives and prospects of disadvantaged young people.
- Commitment to working within an equal opportunity framework.
- Able to work within confidentiality and data protection guidelines.
- Possesses a thorough knowledge and understanding about the legislative framework around safeguarding children / young people, about health and safety and data protection.

Desirable

- Special interest/skills in an area attractive to young people is desirable, e.g. arts / sports / computing / music.