

Job Description & Person Specification

Job Title: Youth Worker in Charge

Reports to: Youth Team Manager {Lead JPYC Contact}

1. Job Purpose and Principal Activities

- 1.1. The role exists to create positive informal, educational and recreational activities chosen by, and developed with, young people aged 8 to 19 rooted in the Steypning, Upper Beeding and Bramber community that are safe, fun, welcoming and engaging.
- 1.2. The principal purpose will be to put together a programme of activities which are located across the three Parishes as and when space and facilities are available and to ensure that these are undertaken within the financial framework set out within the agreed JPYC Business Plan.
- 1.3. To work closely with Local Schools, the Wiston Estate SDS Scheme and in collaboration with the local Church leaders and other youth sports groups to ensure the programme reflects the JPYC Business Plan's service principles, goals and key performance targets.
- 1.4. To ensure that all project outcomes are met and that any activity and/or provision is accessible and appropriate to young people regardless of gender, disability, race, ethnic identity, social background and sexuality.
- 1.5. To manage any support workers, adult and young volunteers, liaising with the local community and others to develop a responsive, effective and high-quality service.
- 1.6. To report to the Youth Team Manager as and when required, and especially in relation to day-to-day practical and delivery issues.
- 1.7. To ensure there are in place quarterly reports detailing activities undertaken, Core/Project Principles, Attendance Figures, Feedback from Young people/ Parents/Guardians, Any Issues or Concerns, and Future plans. And that these reports are presented to the Joint Parishes Youth Committee.
- 1.8. Support for the Youth Worker in Charge on Youth related issues, information, advice & guidance and safeguarding concerns will be given by the HDC Youth Provision Officer.

2. Main Duties and Responsibilities

- 2.1. To consult and develop with young people aged 8 to 19 a programme of positive informal, educational and recreational activities which reflects their needs and areas of interest raising funds as necessary with the active participation of the young people from the local community and other sources.
- 2.2. To work with a team of part-time youth support workers and volunteers, managing the staff team on a day-to-day basis, and taking responsibility for their work with young people, ensuring the provision of an effective and high-quality service.

- 2.3. To work closely with partner agencies to support young people's needs and make referrals to services where appropriate.
- 2.4. Working closely with the local Primary schools, to arrange weekly physical education activities and sessions which involve opportunities for youngsters to explore life skills through informal education, based with the framework of the agreed JPYC Business Plan.
- 2.5. To provide information, advice and guidance to young people using appropriate reference materials online or with available literature that would support their personal development, health and well-being.
- 2.6. To encourage young people to participate in training and positive activities provided by the Joint Parishes Youth Service.
- 2.7. To maintain registers, registration, and media consent forms and any accompanying evidence producing required session activity logs, reports, case studies and monitoring reports at regular intervals.
- 2.8. To gather feedback from and to consult young people about their needs and involve them in the design, development and conduct of any appropriate social action that they can be involved in to effect change in their community.
- 2.9. To actively promote the youth club's activities to young people via a range of media and outreach into the local community.
- 2.10. To oversee budgeting for the day to day running of the project, and make recommendations for new equipment and consumables as and when required
- 2.11. To assist in the recruitment and induction of part time members of staff and volunteers.
- 2.12. To attend staff meetings and training as required.
- 2.13. To adhere to safeguarding policies at all times, keeping up to date with safeguarding training, to ensure all children and young people accessing the project are safe from abuse and neglect, taking appropriate action / Reporting where necessary.
- 2.14. To ensure health and safety regulation and policy is adhered to at all times.
- 2.15. To produce appropriate risk assessments for any activity, session, building, equipment or vehicle before any programme delivery and ensure that actions and precautions are adhered to prior to and during sessions, any accidents or incidents are recorded and reported using online reporting systems.
- 2.16. To carry out appropriate emergency drills for the setting or venue at least once a term.
- 2.17. To promote and adhere to Equal Opportunities Policies.
- 2.18. To contribute to fundraising activities that will support the ongoing development of the project.
- 2.19. Wherever possible to involve young people in all of the duties and responsibilities listed here.
- 2.20. To undertake any other appropriate duties as may be reasonably requested by your Line Manager and or the Joint Parishes Youth Committee.

3. Person Specification

- 3.1. Hold a recognised qualification in working with young people (JNC youth work or teaching)
- 3.2. Relevant experience of working with young people and an understanding of the particular issues they face.
- 3.3. Ability to effectively plan, co-ordinate, and deliver a youth curriculum offer appropriate to the needs of 8- to 19-year-old young people.
- 3.4. Ability to effectively manage and motivate a team of part time youth workers and volunteers.
- 3.5. Ability to communicate effectively, verbally and in writing, with senior managers, external agencies, colleagues, parents and young people.
- 3.6. Ability to work independently and on own initiative, with excellent time management skills and an ability to manage a range of projects at any one time.
- 3.7. Understanding of the issues relating to multi-agency working and ability to undertake such work effectively.
- 3.8. Be flexible in terms of working time schedules – which will include an ‘unsocial hours’ element, and be responsible for establishing a system of service provision that could be maintained in situations of moderate levels of staff and volunteer absence.
- 3.9. Demonstrates an ability to gain access to sessions and to ensure appropriate equipment is available for these sessions. – Ideally have a valid UK Driving Licence with no more than 6 points; Access to own vehicle; Plus Business cover on insurance.
- 3.10. An understanding of the legislation pertaining to work with young people and safeguarding, and the ability to implement policies in relation to the job responsibilities.
- 3.11. An ability to monitor outcomes, achieve targets, evaluate projects and report results.
- 3.12. The ability to successfully motivate and engage young people in youth work programmes.

Compiled by JF {Using SCYP text samples as a blueprint} - 25th October 2023

Amended by HDC Youth Provision Officer – 27th Oct. ‘23

Recommended to JPYC with added amendments by SPC Personnel Com. – 31st Oct. ‘23

Job Description & Person Specification

Job Title: Part Time Youth Support Worker

Reports to: Youth Worker in Charge

1. Job Purpose and Principal Activities

- 1.1. The role exists to support young people, this is achieved in conjunction with the lead youth worker, to create positive informal, educational, and recreational activities chosen by and developed with young people aged 8 to 19 rooted in their local community that are safe, fun, welcoming and engaging.
- 1.2. The Youth Support Worker will ensure that any activity and/or provision is accessible and appropriate to young people regardless of gender, disability, race, ethnic identity, social background, and sexuality.

2. Main Duties and Responsibilities

- 2.1. To work under the direction of the Youth Worker in Charge taking responsibility for their work with young people, ensuring the provision of an effective and high-quality service.
- 2.2. In the absence of the Youth Worker in Charge for any session the Youth Support Worker will support the Team Manager and any replacement cover in ensuring that any activity is delivered as planned for young people or to support the communication of cancellation of any session if necessary.
- 2.3. To provide information, advice and guidance to young people using appropriate reference materials online or with available literature that would support their personal development, health and well-being.
- 2.4. To encourage young people to participate in training and positive activities provided by the Joint Parishes Youth Committee.
- 2.5. To support the Youth Worker in Charge to maintain registers, registration, and media consent forms and any accompanying evidence for producing session activity logs, termly reports, case studies and monitoring reports at regular intervals.
- 2.6. To support the Youth Worker in Charge to gather feedback from and to consult young people about their needs and involve them in the design, development and conduct of any appropriate social action that they can be involved in to effect change in their community.
- 2.7. To attend staff meetings and training as required.

- 2.8.** To adhere to safeguarding policies at all times, keeping up to date with safeguarding training, to ensure all children and young people accessing the project are safe from abuse and neglect, taking appropriate action / Reporting where necessary.
- 2.9.** To ensure health and safety regulation and policy is adhered to at all times.
- 2.10.** To be aware of appropriate risk assessments for any activity, session, building, equipment or vehicle before any programme delivery and ensure that actions and precautions are adhered to prior to and during sessions, any accidents or incidents are recorded and reported using online reporting systems.
- 2.11.** To promote and adhere to Equal Opportunities Policies.
- 2.12.** To contribute to fundraising activities that will support the ongoing development of the project and the Joint Parishes Youth Committee's targets.
- 2.13.** Wherever possible to involve young people in all of the duties and responsibilities listed here.
- 2.14.** Make contributions towards the planning and development of sessions and services
- 2.15.** To undertake any other appropriate duties as may be reasonably requested by your Line Manager {Youth Worker in Charge}.

3. Person Specification

- 3.1.** Relevant experience of working with young people and an understanding of the particular issues they face.
- 3.2.** Ability to communicate effectively, verbally and in writing, with colleagues, parents and young people.
- 3.3.** Excellent time management skills.
- 3.4.** An understanding of the legislation pertaining to work with young people and safeguarding, and the ability to implement policies in relation to the job responsibilities.
- 3.5.** The ability to successfully motivate and engage young people in youth work programmes.
- 3.6.** Ability to work regularly within a framework of unsocial hours

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