

JOB ADVERT

The Joint Parishes of Steyning, Bramber and Upper Beeding are looking for a Lead Youth Worker to manage their new Youth Service

Job Title : Lead Youth Worker in charge of the Joint Parishes Youth Service
Organisation : Joint Parishes of Bramber, Steyning and Upper Beeding
Contract : Three Year fixed term Part-time contract, (with option to continue if service cont.)
Salary : £30.000 per Annum (pro rata) - Based on an average of 30 hours per week work
Scale : Using the JNC Pay Scale points 14 to 20 {For'22/23 - £28,825 to £33,622}
Progress up the scale will be based upon successfully passing staff appraisals

Application Submission Deadline : 5th April '24

Interview date : 10th April '24 {or by special arrangement}

Contact details for Job Description and application forms

Email address : clerk@steyningpc.gov.uk

Phone number : 01903 812042

Introduction

We're looking for an enthusiastic Lead Youth Worker to introduce a new youth service within the area. You will be responsible for creating and delivering our Youth Work Programme and supporting and managing our team of youth workers and volunteers to deliver our schedule of youth clubs, sports sessions and events. This will include planning and delivering sessions, implementing safeguarding procedures and supporting fundraising efforts.

Key responsibilities

- Collaborate with staff and young people to develop and agree on delivery plans and budgets.
- Oversee the Youth Work Program's development and delivery.
- Recruit, supervise, and support volunteers and part time staff, leading team meetings as necessary.
- Identify grants and funding needs with the Youth Worker in Charge, completing applications as required.
- Deliver quarterly reports for the Joint Parishes Youth Committee.
- Conduct proper risk assessments for all activities, adhering to BYC policies including safeguarding and equality.
- Participate in training, supervision, staff meetings, and external meetings, and undertake other duties commensurate with the role's responsibilities.
- Record and evaluate all program delivery following our procedures.

Qualifications and experience

- Successful application is subject to a full DBS check is essential
- Experience working with young people (aged 8 - 19 years old) in youth work settings.
- Experience in developing Youth Work Programmes.
- Level 3 JNC qualified or relevant youth work qualification and 3-4 years of experience is desirable but not essential.
- Experience in managing staff teams is desirable.

Essential skills and abilities

- Being creative and enthusiastic
- An ability to gain the trust and enthusiasm of young people
- Excellent communication skills, with the ability to establish & maintain positive relationships with staff, volunteers, partner organisations and especially young people.
- Good organisational, planning, writing, budgeting and administration skills.
- Experience of monitoring and evaluation in a youth work setting desirable.
- A good understanding of Youth Work principles.
- A clear understanding of safeguarding young people and how to maintain appropriate professional boundaries in a Youth Work setting.
- A good understanding of equality and diversity issues and the ability to challenge discriminatory behaviour.

Offer includes

- A supportive working environment.
- Five weeks Holiday (pro rata) to be taken non-term time unless specific agreement made
- Flexible working hour arrangement (as some evening and occasional weekend working is expected) with time off in lieu of extra hours worked.

Applicants will need to have a positive attitude and be able to communicate effectively at all levels. The ability to inspire, motivate and develop excellent working relationships with both staff and our local youth is essential. You will ideally have some experience in a similar role, but more importantly perhaps is a sense of what it might mean to provide a positive and effective contribution to our local community, in this key position.

This post is based at the Upper Beeding Sports Hall Office with sessions taking place at different locations throughout the local area, and applicants will need to be available for evening meetings and out of hours duties when these sessions are taking place.

If you feel this could be the role for you please contact: John Fullbrook on 01903 812042 for an informal chat or email clerk@steyningpc.gov.uk for the job description, person specification and application form.