

Job Description

Title: F/T Youth Worker (Young Persons Services)

Reports to: Head of Young Persons Services

Based at: Lowestoft and surrounding areas

Pay Scale: £19,695-£23,100

access

Your **Community** Your **Trust**

JOB PURPOSE:

Access Community Trust works in disadvantaged communities in Suffolk and Norfolk providing support with housing, health, wellbeing and education and employment.

Our ethos of 'supporting individuals to achieve their potential' remains at the heart of everything we do as we strive to be there for people in their time of need.

Reporting to the Youth Services Manager, the Youth Worker is responsible for delivery of a range of outreach and centre based youth work with young people aged 11-25 years of age in line with the Access Community Trust core values and targets. The activities will include evening sessions, occasional weekends and daytime during school holidays.

KEY RESPONSIBILITIES:

1. Organise, plan and deliver activities with young people aged 8 – 25, times and locations of these will vary across projects.
2. Work with staff, local agencies and young people to plan and deliver personal and social development programmes.
3. Work as a part of the youth team to support events and marketing in the wider community
4. Assist in the development of volunteers.

5. Establish contact and develop relationships with young people through a variety of youth work styles and settings.
 6. Ensure that all delivery that you are responsible for complies with all health and safety and safeguarding requirements.
 7. Work towards and achieve the agreed Key Performance Indicators and performance objectives for the programme ensuring a high level of service is provided at all times.
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KEY TASKS:

Working with Young People

1. Be a role model to young people in the community, modeling positives ways to engage in the local community
2. Engage and empower young people, motivating them to participate in activities and programmes and take opportunities that will enhance the quality of their lives and the opportunities available to them.
3. Set and enforce appropriate disciplinary procedures to address challenging behaviour in line with Access Community Trust policies, procedures, and codes of conduct.
4. Be knowledgeable of local support organisations in order to refer/signpost young people with significant complex needs both internally and outside of Access Community Trust programmes.
5. Provide mentoring to young people where this is the most appropriate method of engagement.
6. Involve young people in the development, planning and evaluation of the service you provide.

FINANCE AND ADMIN:

7. Maintain accurate records of youth activities and individual performance and progress, as required and submit accurate reports as necessary.
8. Complete all paperwork required for funding purposes.

HEALTH AND SAFETY/ SAFEGUARDING:

9. Ensure that all youth work delivery in own area of responsibility complies with Health & Safety, Lone Working Procedures, Welfare and Safeguarding requirements, including producing regular Risk Assessments for off-site activities.
10. Record all accidents, incidents and near misses in the appropriate logs and to the Community Services Manager

WORKING RELATIONSHIPS:

11. Build effective professional relationships with young people, professionals and others involved in the delivery of activities.
12. Liaise and work collaboratively with colleagues at all levels within the organisation to ensure the effective delivery of activities, cross department projects, and integrated approaches to work with young people

OTHER:

13. Achieving performance objectives set by the Youth management team
 14. Provide operational cover for youth work activities as required ensuring the continued smooth running of the service.
 15. To operate as part of the Trust team across Suffolk and Norfolk
 16. To attend all mandatory training and job specific training as required
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Requirements	Essential	Desirable	Assess
Qualifications & Training <ul style="list-style-type: none"> Literacy and numeracy level 2 or working towards it (the Trust will provide the training, if required) Level 2 qualification in Youth Work or relevant experience 	✓		T
		✓	A
Knowledge & Skills <ul style="list-style-type: none"> Good computer skills (Word, Excel); 	✓		A,I
Competencies <ul style="list-style-type: none"> Good communication skills; Understanding the needs of young people; Ability to remain calm in difficult and challenging situations and to respond appropriately; Ability and willingness to be flexible and work unsociable hours including evenings, nights, weekend and bank holidays, as per the rota; Willingness to undertake any appropriate further training as required; Ability and confidence to work unsupervised, problem solving and using own initiative as required Drug and Alcohol Awareness Enthusiasm for working with young people, able to provide a positive role model and leadership Awareness of Vulnerable Adults Policy Awareness of Child Protection Full driving Licence 	✓		A, I
	✓		A, I
	✓		A, I
	✓		A, I
	✓		A, I
	✓		A, I
		✓	A, I
	✓		A, I
		✓	A, I

	✓		A, I
	✓		
Experience			
• Experience of working with young people from deprived backgrounds in a Youth Work setting	✓		A, I
• Experience of developing positive engagement and personal development activities for young people	✓		A, I

How we will assess your suitability for the role (Assess column) **A** = Application form **I** = Interview **T** = Testing

SPECIAL CONDITIONS

All employees must be prepared to undertake training in accordance with their post as specified.

Due to the nature of work, this post is exempt from the Rehabilitation of Offenders Act 1974 and will therefore require you to disclose all criminal convictions and comply with a Disclosure & Barring Service (DBS) check.