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| **JOB DESCRIPTION** |
| **POST TITLE** | Assistant Youth Worker |
| **REPORTS TO** | Youth Work Leader in Charge |
| **SALARY** | Starting Salary £8.35 per hour (NJC rate)Dependant on qualifications and experience |
| **HOURS** | Minimum 3 hours per week (one session) |
| **PURPOSE & SCOPE** | * To deliver, monitor and evaluate youth work sessions, based at Southern Brooks Youth Centres, and with small groups of young people in local community spaces.
* To build appropriate, positive relationships with young people and work in a manner that facilitates inclusion.
* To facilitate access to information, support and referral to a range of agencies and services.
* To be proactive in supporting the health, safety, growth and wellbeing of young people.
* To work in partnership with local agencies and the community.
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| **KEY OBJECTIVES** | * To promote and encourage participation and empowerment of young people
* To advocate for young people whenever it is not possible for them to speak for themselves.
* To support young people to make informed and positive life choices and to provide them with the relevant information to do this.
* To facilitate positive relationships with other members of the community and provide opportunities for young people to influence issues that affect them.
* To engage young people in volunteering opportunities in and outside of youth club, including participation in social action community projects.
* To empower young people to ‘have a voice’ about local issues within the community.
* To provide relevant information for monitoring and evaluation of programmes.
* To assist with Southern Brooks events and activities, as required.
* To adhere to Southern Brooks’ service standards, policies and procedures.
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| **DATA PROTECTION** | All employees are under a legal obligation not to use or disclose any personal information that comes into their possession in the course of their duties in any unauthorised manner. Duties and obligations under the Act that relate to this particular post will be explained to the post holder upon appointment. |
| **SPECIAL WORKING CONDITIONS** | * The post holder/s may be asked to carry out outreach/detached sessions as well as centre based sessions to best meet the needs of young people.
* The post holder may be expected to work outside of normal working hours including evenings/weekends.
* All staff will be expected to work across the Southern Brooks team for special events as and when requested
* Annual leave allowance should be used during our annual youth centre/club shut down weeks, any other annual leave outside of this will need to be agreed with sufficient notice with line manager.
* Due to the nature of the work, the post holder needs to be at least 18.
* The contract will be subject to references and a DBS check.
* Southern Brooks is committed to safeguarding and promoting the safety and welfare of children, young people and vulnerable adults.
* This post is subject to Data Barring Services (DBS) and is exempt from the Rehabilitation of Offenders Act. All offences will be considered.
* In return for your commitment and dedication to Southern Brooks we provide regular training opportunities, active supervision, and an individual development plan, together with working in a fully supportive team
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| **PERSON SPECIFICATION - Assistant Youth Worker** |
| **QUALIFICATIONS** | * **Relevant qualification in youth work or related field or willing to work towards this**
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| **PERSONAL SKILLS** | * Commitment to the development, understanding and implementing of Equal Opportunities
* A belief in young people
* Flexible and adaptable outlook
* To be open minded and accepting of others
* Warm and approachable personality
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| **JOB RELATED SKILLS** | * Knowledge of safeguarding and child protection.
* Ability to assess potential risks and make sound judgements.
* Good time management and organisational skills
* Able to work without direct and immediate supervision
* Able to help the Leader in Charge to create and deliver a programme of work with young people
* Able to adhere to all policies and procedure surrounding the post
* Able to maintain records and keep clear accounts of work carried out
* A practical and flexible approach to problem solving
* Able to work unsocial hours
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| **WORK RELATED EXPERIENCE** | * Previous experience of working or/and volunteering with young people.
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| **Desirable Criteria** |
|  | * Awareness of self-assessment / self-reflection
* Experience of working with young people in a detached youth work setting
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