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| **JOB DESCRIPTION** |
| **POST TITLE** | Youth Work Leader In Charge  |
| **REPORTS TO** | Youth Work Manager |
| **SALARY** | Unqualified starting from £9.18 per hourLevel 2 qualified starting from £9.88 per hourLevel 3 qualified starting from £10.08 per hour |
| **HOURS** | 4 hours per session, to include (hours worked include preparation and planning time, and time to set up and close the session) |
| **PURPOSE & SCOPE** | * Under the general supervision of the Youth Work Manager, lead a small team of staff through positive activities within the context of social education to work with local young people.
* To plan, 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 support the health, safety and wellbeing of young people.
* To work in partnership with local agencies and the community.
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| **KEY OBJECTIVES** | * To consult with young people to design monthly programmes of activities and services.
* To promote and encourage participation and the empowerment of young people.
* To advocate for young people whenever it is not possible for them to speak for themselves.
* To promote good equal opportunities practices and to take positive steps to counter discrimination however and wherever it occurs.
* To support young people to make informed and positive life choices and to provide them with 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 take responsibility for the management of the Centre during working sessions and to advise the Youth work Manager on matters relating to the maintenance and use of the premises.
* To collect all monies given to the centre by the young people through fund raising activities and subs and pass weekly to the Youth Work Coordinator.
* To manage a small float for the tuck sold in the Centre.
* To plan monthly programmes and communicate these to the youth work coordinator
* To purchase resources as agreed with line manager.
* To maintain a register of members and contact details and pass weekly to the Youth Work Coordinator.
* To ensure correct reporting procedures are followed each session and relevant paperwork is shared with the Youth Work Coordinator weekly.
* To supervise and manage staff and volunteers during the working session.
* 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 will be working mainly within Youth Centres, delivering sessions to best meet the needs of young people.
* The post holder may be occasionally required to work outside, in the local community delivering sessions
* 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 will need to 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 postholder 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 – Essential Criteria** |
| **QUALIFICATIONS** | * **Qualified to Level 3 in Youth Work or equivalent or willing to undertake the training to this level**
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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** | * Able to work without direct and immediate supervision
* Able to plan 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
* Strong knowledge of safeguarding and child protection.
* Ability to assess potential risks and make sound judgements.
* Good time management and organisational skills
* 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
* A practical approach to problem solving
* Experience of creating session plans
* Experience of supervising staff and volunteers
* Experience of managing a small budget
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