

The Somerville
Job description P/T Youth Support
Worker

Job purpose: To plan, deliver and develop a range of generic and targeted youth work programmes/activities and Individual development plans for young people 11 -15 years.

Reports to: Youth Work Lead

Salary: £8,522 Plus a 5% pension contribution (Subject to entering into the pension scheme and contributing).

Hours of work: 18.5 hours per week during term-time and school holidays, including evenings and weekends.

Job Context:

Main responsibilities and accountabilities

The person appointed will be expected to accept responsibility for:

- a) To develop and deliver a range of informal generic and targeted youth work programmes and activities during term-time and school holidays. Working directly with young people on programmes of off-site and residential activities/outdoor pursuits, educational visits and other specialised activities.
- a) Identify the needs of young people participating in the activities and work with them to develop individual improvement plans (IMP).
- b) Providing planned programmes of activities designed specifically to meet the needs identified in the young person's IMP in line with their social, educational and personal development needs.
- b) To deliver a range of accredited and recorded opportunities in conjunction with youth workers, schools, and other voluntary sector and statutory agencies.

- a) Providing additional support to young people who are at risk or already excluded from mainstream education, with disabilities, who are NEET and young people who are at risk of offending or already known to the police/criminal justice system.
- b) To carry a caseload of young people and act as their key worker, setting realistic targets and monitoring their IMP to ensure they are making positive progress in the areas identified for improvement. This will include providing one 2 one support and group work sessions for example awareness in sexual health, drugs and alcohol, gang and knife crime etc.
- c) Referring young people to external agencies and partner projects for specialised support, where needed. I.e. advice with benefits, employability, NHS etc.
- d) To actively participate in the evaluation of youth programmes/activities delivered by The Somerville.
- e) To be responsible for undertaking own administration on a weekly basis and ensuring they are kept up to date. This will include inputting data into IT systems and collecting registers, sending emails and collating information etc.
- f) To assist by actively involving young people in writing articles and designing flyers for events and the quarterly newsletter production to enable it to be sent out to all members on time.
- g) Work to promote and publicise the activities of the youth provision and organisation as a whole and share/develop best practice with a range of relevant forums.
- h) To carry out all duties with due regard to the legal regulations, particularly the provisions of health and safety regulations and legislation, the children's act, safeguarding procedures and the organisations equal opportunities policy.

Specific Responsibilities

Youth work

- To engage young people in informal learning opportunities in order to develop and test their own capabilities. For example, through the provision of

arts, crafts, team games, cooking workshops, sports, drama, music, off site activities/camps etc.

- Interact and participate in activities with young people, setting an example to volunteers in relation to good practice.
- To work with other staff and devise programmes of activities which offer young people new experiences and skills in which they gain self- confidence and learn how to relate to each other. These activities/events should reflect the cultural and language diversity of the community in which we live.

Supervision of volunteers

- To assist the Youth work lead with the supervision of volunteers or work placements.

Communication

- To attend and participate in staff meetings.
- Pass information to colleagues as and when is appropriate.
- To build good relationships with parents
- Be aware of the variety of language needs of the young people and their parents.
- Publicising activities, events, and the youth provision generally in the local area and wider if appropriate.

Other responsibilities

- To ensure that the organisation's equal opportunities and diversity policies are applied in the work of the post holder.
 - To attend as appropriate and participate in internal meetings of the organisation, including staff meetings and away days.
 - To work constructively and cooperatively with other members of the team.
- Any other duties, which could reasonably fall within your role.

The job description sets out the main duties of the post at the date when it was completed although it does not include or define all tasks which the post holder may be expected to carry out. The duties may vary from time to time without changing the nature of the post or the level of responsibility and the post holder may also be required to carry out any other duties appropriate to the post.

Changes to the job description

This is a description of the job as it is presently constituted. The Somerville will review job descriptions periodically to update them. This process will be conducted in consultation with you. It is the aim of The Somerville to reach agreement on any changes but if agreement cannot be reached, the organisation reserves the right to insist on such changes to your job description, after consultation with you.

Person Specification

Requirements of the Post:

Education and Experience

I. A minimum of 2 years' experience of working with challenging young people between the ages of 11-15 years in either a paid or voluntary capacity, providing informal learning opportunities within an inner city multi-racial environment. II. OR: A minimum of 1 years' experience of working with children and young people in a youth work or similar setting and a recognised qualification in youth work, social care or a related field at a minimum of NVQ level 2 or equivalent, (or be prepared to work towards).

Knowledge Skills and Abilities

- I. An awareness and understanding of the importance of youth work and the benefits it brings to young people.
- II. Ability to liaise effectively with a wide range of agencies and individuals.
- III. Knowledge and understanding of the importance of Health and Safety

& Safeguarding when working with young people.

IV. Good IT skills including email, Word & Excel.

V. Good communication skills

VI. A qualification in First Aid and food hygiene. (Desirable)

VII. UK Driving licence (Desirable)

Personal Qualities

I. Able to work well in a team and on your own initiative

II. Able to work in a busy, sometimes challenging, setting with young people from a range of backgrounds.

III. Enthusiastic, patient, inspirational, motivational

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