JOB DESCRIPTION

**JOB TITLE**: Youth Participation Worker

**JOB DURATION**: Until end of March 2018

**HOLIDAY ENTITLEMENT**: 30 days pro rata

**RESPONSIBLE TO**: Youth Services Manager

**SALARY** £10.21 p.h.

**JOB PURPOSE**:

To work alongside the Youth Support Worker on Charge to develop the young leaders in the association and implement the leader development strategy. To provide direction, support and training opportunities to promote active participation and informal education by young people.

**KEY TASKS**:

Working with young people:

* Recruit and engage young people into youth leadership scheme
* Building appropriate relationships with young people so that they can cope with everyday life and feel good about themselves
* Develop peer led projects
* Keeping young people safe
* Use the Engagement framework to measure participation with young people.

Working with staff and volunteers:

* Work flexibly as part of the Youth Team
* Work with sessional staff and volunteers to integrate young leaders

Recognition of volunteering

* Millennium volunteers for young leaders aged 11-25
* Implementation of Award Programme E.g. Youth Achievement Awards

Administration:

* All administration relating to the post
* Ensure the implementation of Association policies through the programme activities i.e. equal opportunities, safeguarding, health and safety, etc

OTHER FUNCTIONS OF THE POST:

Maintain and support programmes to meet quality standards

Work with the Youth Services Manager to:

* Deal appropriately with suggestions, child protection concerns and complaints.
* Develop own skills and knowledge within the job.
* Manage the youth participation budget, monitor and control the use of resources and make recommendations for expenditure.

**SCOPE & LIMITS OF AUTHORITY**

The Association provides a range of youth services within the area, working closely with external agencies in the voluntary and public sectors.

The Youth Participation Worker is managed by the Youth Services Manager.

The post-holder works in consultation with Youth Support Worker in Charge in the implementation of new initiatives and the delivery of programmes that contact young people within the community and encourage their participation in the services of the Association.

The Youth Support Worker in Charge will be the team leader of the youth club with responsibility for staffing, programmes, health & safety, building management and any discipline issues however this post will work in support of this role and will be part of a supportive & experienced staff team.

**PERSONAL CONDUCT**

There is considerable direct contact with young people, parents, supporters, health professionals, churches, teaching staff and the public in this role, therefore the successful candidate will be able to represent the organization in a professional manner.

**WORKING HOURS**

The working week will consist of 12 hours p.w.

The YMCA responds to the needs of young people and as a result some evening & weekend work will be required, there will be the expectation of working minimum of 3 evenings per week.

Time off in lieu (TOIL) will be negotiated with the Youth Services Manager.

**DISCLOSURE OF CRIMINAL BACKGROUND**

This post will involve ‘regulated activity’ under the Safeguarding Vulnerable Groups (NI) Order 2007, therefore the post holder will be subject to an ACCESS NI check.

**PERSON SPECIFICATION**

Qualifications

* A degree level qualification in youth work or
* Recognised youth work qualification (E.g. OCN level 2 & 3, OCN level 2 certificate).

Experience

* At least 2 years part time experience working (paid or voluntary) with young people in a relevant context
* Experience in facilitating developmental work with young people and the ability to create, implement & evaluate these activities

Knowledge

* Understanding of informal education
* Knowledge, understanding and application of risk assessment, health & safety, safeguarding

Abilities and Skills

* Demonstrate innovation, initiative & creativity
* Excellent interpersonal skills.
* The ability to develop & maintain appropriate relationships with young people
* Ability to work as a member of a team
* Group facilitation skills
* Planning and organising skills
* Computer literate
* Full driving license (desirable D1 if possible)

Disposition

* Team player
* The YMCA works to a model of Christian Social Action and the post holder must be in full agreement with the Ethos, Aims and Purposes of the YMCA
* Resilience and able to deal with the pressures of working with young people and communities
* Commitment to working within an equal opportunity framework

Desirable

* Personal experience of impact of young leader scheme’s
* Knowledge & experience of Millennium Volunteers
* Knowledge & experience of youth leadership programmes