JOB DESCRIPTION

**JOB TITLE**: Youth Support Worker in Charge

**JOB DURATION**: Until end of March 2018 (possibility of extension, subject to funding)

**HOLIDAY ENTITLEMENT**: 30 days pro rata

**RESPONSIBLE TO**: Youth Services Manager

**SALARY** £10.46- £11.98 p.h.

**JOB PURPOSE**:

To assist in the development, coordination, and effective delivery of the Association’s youth club. To provide programmes and activities, centered on the promotion of active participation by young people, the testing of values and beliefs and the exploration of their acceptance and understanding of others.

**KEY TASKS**:

Working with young people:

* Recruit and engage young people in the youth club
* Building appropriate relationships with young people so that they can cope with everyday life and feel good about themselves
* 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
* Motivation, direct and support of volunteers & sessional staff.

Programme development:

* Develop a friendly activity based youth club
* Provide projects whereby young people can reach their full potential
* Provide opportunities for young people to engage in their local community
* Evaluate and report on aspects of programme content and delivery.

Administration:

* Reporting, membership & keeping attendance records using upshot
* Ensure appropriate levels of staff for the youth club
* Maintenance of youth club equipment, ordering of new equipment
* Monitor and control use of youth club resources
* Tuckshop management
* 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 club 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 Support Worker in Charge is managed by the Youth Services Manager.

The post-holder works in consultation with Youth Services Manager 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 post holder will have defined levels of autonomy as the worker will be the team leader of the youth club with responsibility for staffing, programmes, health & safety, building management and any discipline issues however they 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 24 hours p.w.

The Youth Club 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 4 evenings per week term time.

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) with 2 years full time experience of face to face work in a relevant context.

Experience

* At least 2 years full time or 5 years part time experience working with young people in a relevant context
* Experience in facilitating developmental work with young people and the ability to create, implement & evaluate these activities
* Experience leading a team of PT staff & volunteers
* Experience of working in a leadership position with young people in a youth club setting

Knowledge

* Knowledge of good youth work practice
* Knowledge, understanding and application of risk assessment, health & safety, safeguarding

Abilities and Skills

* The ability to develop new ideas and initiatives to support youth development and participation
* Demonstrate innovation, initiative & creativity
* Excellent interpersonal skills with 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