JOB DESCRIPTION

POST TITLE: Area Youth Worker I

This post will be offered initially on a temporary basis until March 2019 subject to review it may be extend until March 2021

LOCATION Based at St Mary’s Youth Club. The post will cover the Triax area.

HOURS Successful applicants will be required to work a total of 36 hours per week (10 sessions). Four sessions must be worked in the evening (after 6 pm) in a face to face situation with young people/adults. Regular weekend commitments will also be necessary for the successful achievement of the post’s objectives.

RATE OF PAY: £27,670 - £29,969 per annum (JNC Prof Range Pts 18-21)

RESPONSIBLE TO: Senior Youth Worker or Designated Youth Officer

RESPONSIBLE FOR: Occasional/shared responsibility for part-time /project staff

JOB PURPOSE

The Area Youth Worker will have responsibility for the management of youth work programmes across the designated area, in line with St Mary’s Youth Club policies.

DUTIES & RESPONSIBILITIES

1 Managing & Developing a Range of Services within the Designated Area.

1.1 To work directly with young people by assessing their needs and providing an agreed programme of activities designed to meet those needs, in line with the Youth Service Curriculum for Northern Ireland.

1.2 To develop an individual Annual Action Plan and actively contribute to the Area Plan and the overall strategic plan for the Youth Service.

1.3 Ensure the active participation of young people in the youth work programmes and in the management of the area project.

1.4 In consultation with the Management Committee and line manager ensure that objectives are achieved through implementation, monitoring and self evaluation of agreed work programmes.

1.5 Establish contact with, listen to, befriend, advise, support and act as an advocate for young people.

1.6 Encourage and participate in the residential and outdoor education elements of the programme.

1.7 Promote and develop inter-community activities.

1.8 Be responsible to the line manager for all management, administration and financial matters relevant to the Area Project.

1.9 To engage in appropriate fund raising related directly to the approved programme.

1.10 To provide support to youth groups and relevant organisations within the designated area.

1.11 To engage where appropriate in outreach or detached youth work programmes within the designated area.

2 Developing Staff and Facilities within the Designated Area.

2.1 Work with staff and volunteers to develop, implement, manage and evaluate programmes of activities, services and facilities in line with the agreed priorities for the area.

2.2 Ensure the induction, motivation, development, training, deployment and discipline of part-time/project staff and volunteers within the area project.

3 Working with agencies to develop services across the community.

3.1 Work with relevant agencies to develop services within the designated area.

4 Leading Project Development and Implementation within the Designated Area.

4.1 In line with agreed priorities design and implement specific curriculum related projects within the designated area.

5 Management Responsibility for Staff within the Designated Area

5.1 Supervise appropriate staff, including the management and allocation of duties.

PERSON SPECIFICATION

QUALIFICATIONS AND EXPERIENCE

Essential

Applicants must at the closing date for applications:

1) Be qualified in accordance with the JNC Report for Youth Workers, Paragraph 5

2) Have experience of support and supervision of volunteers and/or part time staff

3) Be familiar with outcomes based recording/reporting.

4) Access to a suitable vehicle that will enable the employee to carry out the mobility requirements of the post

Desirable

1) Have two years post qualifying experience.

2) Experience of working with marginalised groups

3) Experience of intervention work.

4) Successful fund raising experience.

The criteria may be enhanced.

KNOWLEDGE

• Knowledge of the Youth Service Curriculum

• Demonstrate a knowledge of issues affecting young people particularly in relation to personal and social development

• Knowledge of safeguarding policies and procedures

SKILLS

• Interpersonal skills;

• Communication skills;

• Be confident in the delivery of programmes in formal and informal settings

PERSONAL QUALITIES

• Be motivated and enthusiastic;

• Demonstrate an ability to motivate and lead people;

• Be able to contribute to effective teamwork.

OTHER REQUIREMENTS

The successful candidate will be required:

a) To have access to a suitable vehicle (appropriately maintained and insured for Club business) that will enable them to carry out the mobility requirements of the post in an efficient and effective manner and thus meet this essential criterion;

OR

b) Be able to provide sufficient information on the application form that will satisfy the employer that he/she has access to an appropriate alternative form of transport that will enable them to carry out the mobility requirements of the post in an efficient and effective manner and thus meet this essential criterion.