**JOB DESCRIPTION**

**JOB TITLE**​: Engage Project Worker

**JOB DURATION**​: Until March 2025 (with possibility of extension)

**RESPONSIBLE TO**​: Programme Coordinator – Engage

**SALARY:** £29,907 pro rataScale Point:G8

**HOLIDAY ENTITLEMENT**​: 30 days

**JOB PURPOSE**​:  
To develop and deliver engagements with vulnerable young people across Carrick and Larne through outreach, schools drop-in and 1-2-1 mentoring.

**KEY TASKS**​:  
Working with young people:

* Recruit and engage young people into the Engage programme
* Utilise key delivery methods: outreach, schools work and 1-2-1 work
* Establish contact with, listen to, befriend, advise, support and advocate for young people
* Build appropriate relationships with young people so that they can develop self-confidence & coping skills for everyday life
* Work with young people in the assessment of needs and assist them to participate in an appropriate service
* Deliver project work & activities during outreach in consultation with young people and in line with a project action plan
* Keep young people safe in line with YMCA policies
* Use Upshot and Outcome Star to measure participation with young people.

Working with staff and volunteers​:

* Work flexibly as part of the Outreach & Detached team, alongside other YMCA staff & key partners as appropriate
* Lead the team of part time staff & volunteers
* Ensure the induction, motivation, development and training of the team of part time staff, volunteers & mentors
* Develop an action plan for face to face delivery across school provision and outreach in consultation with the Programme Coordinator involving other staff & volunteers

Administration:

* All administration relating to the post including:  
  Monitoring & evaluation of the Engage programme through Upshot & Outcomes Star
* Ensuring accurate records are kept
* Ensuring the safeguarding of sensitive data
* Ensuring 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 Programme Coordinator to:

* Deal appropriately with suggestions, child protection concerns and complaints.
* Develop own skills and knowledge within the job.
* Ensure effective 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 Engage Project Worker is managed by the Programme Coordinator – Outreach & Detached Services.

The post-holder works in consultation with Programme Coordinator in the implementation of initiatives and the delivery of programmes that contact young people within the community and encourage their participation in the services of the Association.

The Programme Coordinator will be the team leader of Outreach & Detached Services with responsibility for staffing, programmes, health & safety, premises 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 required to represent the organisation in a professional manner.

**WORKING HOURS**

This post will be full time with the expectation of working 35 hours per week.

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 a minimum of 3 evenings per week.

Time off in lieu (TOIL) will be negotiated with the Programme Coordinator.

**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 relevant degree level qualification, E.g. youth work, social work, teaching (Relevance of qualification outlined through the application submitted)

Experience

* At least 2 years full experience working with young people in a relevant context, (24-hour post will be considered)
* Experience in facilitating developmental work with young people and the ability to create, implement & evaluate these activities
* Experience working with vulnerable young people aged 11-25 in a schools, outreach or mentoring setting
* Application of risk assessment, health & safety and safeguarding procedures

Knowledge

* Understanding of informal education & good youth work practice
* Knowledge & understanding of challenges of outreach, informal education within a school setting or 1-2-1 mentoring concepts
* Knowledge, understanding and application of risk assessment, health & safety and

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 licence

Disposition

* Team player
* The YMCA works to a model of Christian Social Action and the post holder must be in full agreement of 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

* Training in ASIST and Mental health first aid
* Experience of community youth work within Mid & East Antrim within last 2 years

**If shortlisted, it is hoped that interviews will take place on Tuesday 23rd July in the morning. To be confirmed.**