



JOB DESCRIPTION

Job Title	Assistant Youth Worker – Heroes Plus Project
Reporting to	Programme Manager
Responsible for	Day to Day Programme Delivery and Support of Participants
Location of Work	Larne and MEA council area (ability to travel to various locations)
Salary Range	£11.69 per hour
Contract Type	Fixed Term to End December 2028
Hours of Work	22.5 hours to include evenings and weekends
Holidays	30 days per annum (pro rata)
Pension	4% (if applicable)
Employee Benefits Include:	Life Insurance, Private Healthcare, Birthday off, Free Parking and Staff Discount across our Social Enterprise Businesses.

Overall purpose of the job:
To assist the Youth Workers in supporting young people aged 14 – 24 with additional needs, through youth work programmes. You will support the youth workers in developing, organising, and delivering tailored programmes to meet the individual needs and goals of young people in the project delivery area and will work co-operatively with the team to achieve the project targets and deliver the best possible outcomes for participants.

Responsibilities and Duties
Programme Delivery <ul style="list-style-type: none">• Provide direct support to young people engaging in the heroes+ project, communicating with them in an open, friendly, and professional manner.• Assist in the delivery of youth work programmes and interventions, inline with the 5 themes namely Good Relations, Citizenship, Personal Development, Employability Skills, and Positive Progression, under the guidance of the youth workers.• Work closely with the Head of Services and youth work team to ensure that resources within the agreed locality are deployed effectively and young people have appropriate support to access project activities.• Have the competence to act as a positive role model to the young people you will support.• Contribute to the development of AEL's knowledge, practice and to the strategies development of programmes of work with young people.
Performance Standards <ul style="list-style-type: none">• Work independently without direct supervision• Assist with support sessional staff and project volunteers in their role.• Follow through on set tasks and complete all planned activities.• Maintain a good standard of working practice- setting example to others and maintaining good working relations with colleagues, participants, families, and other stakeholders.• Undertake and contribute to own supervision and annual job chats to ensure that agreed targets for work performance are in place and met.• Be willing to complete personal development and training as is reasonably required to assist with the effective delivery of your job.

Documentation & Record Keeping

- Gather feedback and information to assist with the monitoring of young people's individual progress, learning outcomes and evaluation of project activity.
- Contribute to the completion of information reports against project targets and outcomes using agreed processes and timeframes.
- Ensuring that any documentation to be completed is done in an accurate, timely and respectful manner.
- Be aware of current safeguarding legislation and adhere to AEL policies and procedures to always maintain safeguarding.

Safety & Maintenance

- To undertake personal development and training as is reasonably required to assist with the effective delivery of your job.
- To ensure that project delivery venues are well always maintained conducive to a safe and productive work environment.
- To actively comply with and promote all working policies and procedures.
- To always uphold confidentiality regarding Access Employment Limited trainees and business.
- Be a representative of Access Employment Limited Ethos and Values to the outside world and act as a role model and mentor to other staff, volunteers, and participants.
- Ability to cover for colleagues during absences.
- Any other relevant duties commensurate with the role and responsibilities of the post as required by Senior Staff or the Trustees

PERSONNEL SPECIFICATION

What you will bring
<ul style="list-style-type: none">• A passion for working with young people.• Awareness of and enthusiasm for inclusive practices.• Ability to encourage and support young people to try new activities and to socialise with their peers.• Awareness of activities offered as part of youth work programmes.• Ability to be a positive role model to the young people we support.• An understanding of the barriers facing young people with additional needs to engage in youth provision.
Essential Criteria
<ul style="list-style-type: none">• Have completed or are working towards completion of OCN Level 2 in Youth Work or equivalent. <p>OR</p> <ul style="list-style-type: none">• Have a minimum of 1 years' experience in working with young people in a paid or voluntary capacity and be willing to undertake relevant youth work qualifications.• Excellent interpersonal, written, and verbal communication skills• Experience and good knowledge of I.T and database systems including ability to use MS office (Word, Excel) Internet and Email.• Experience of planning and organising activities or events successfully.• Self-Motivated, Energetic & Confident.• Ability to work using own initiative and as part of a team to maintain effective relationships with people at all levels.• Ability to build rapport and adapt to participants needs.• Experience of record keeping and evaluation• Knowledge and experience of working with individuals with additional needs and the barriers they face.• Awareness of current Safeguarding legislation.
Desirable Criteria
<ul style="list-style-type: none">• Qualification in training delivery• Sports/arts/community development qualification• First Aid training/experience• Knowledge of relevant, local community networks and provision for young people• Full clean drivers' licence and access to a vehicle