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**Job Description**

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| **Post:** | Part time Youth Worker Facilitator |
| **Responsible to:** | Chief Executive |
| **Responsible for:** | The facilitation of Glow NI’s LILY and Fearless & Female Programmes for girls aged 10-17 years within Northern Ireland |
| **Base:** | Glow NI, Unit B1/1 1st Floor, Old Mill, Conway Mill, 5-7 Conway Street, Belfast, BT13 2DE |
| **Hours:** | 6 Hours per week (to include evening work) |
| **Salary:** | £21,712.60 per annum (pro rata 6 hours per week) |
| **Pension:** | 3% employer contribution |
| **Holidays:** | 33 days to include recognised statutory holidays (pro rata based on 6 hours per week). |
| **Term:** | Fixed-term contract for 3 years (with the possibility of extension depending on funding) |

**Key Purpose of the post:**

As a Youth Worker Facilitator for Glow NI, you will play a crucial role in providing support and guidance to girls facing mental health challenges. Your primary focus will be on facilitation of the LILY and Fearless and Female Programmes that promote mental well-being, empowerment, and resilience among the youth in our community. The post holder will have youth work experience and have a good knowledge of the issues affecting young people who are from marginalised communities.

**Main Responsibilities:**

* To coordinate and facilitate “LILY” and “Fearless and Female” to girls aged 10-17 years old.
* Collaborate with the staff team to create engaging and educational activities that promote mental well-being and self-esteem.
* To be responsible for the Child Protection of the young people ensuring policies and procedures are followed.
* Facilitate group sessions to foster a sense of community and peer support among participants.
* Actively engage with the target demographic through outreach activities and community events.

**Data Collection and Reporting:**

* Collect and analyse data related to project outcomes and impact.
* Ensure that programme activities are well-documented and meet reporting requirements.

**Evaluation and Monitoring:**

* Monitor programme and participant progress and make necessary adjustments to keep programmes on track.
* Maintain records to help monitor performance and facilitate the evaluation of the service
* Maintain impact measurement evaluative processes through which participants and stakeholders inform and influence the operational and strategic objectives of the project
* Contribute to the overall evaluation of the programmes.

**Stakeholder Engagement:**

* To network with local organisations, schools, youth clubs, community centres, other voluntary organisations and develop working relationships that will promote Glow NI and its services.

**Organisational Responsibilities:**

* Attend monthly supervision and annual appraisals with the CEO.
* Participate in team and organisational meetings, training, conferences ensuring continual professional development.
* Establish a relaxed and friendly atmosphere which will maintain and enhance the quality of care to each service user and maximise their opportunities for choice.
* Carry out other responsibilities that may be required, as commensurate with the post.
* Employees of Glow NI will be required to promote and support the mission and vision of the service.
* Provide a caring service and treat those with whom they come into contact in a courteous and respectful manner.
* Demonstrate professionalism through regular attendance and efficient completion of all tasks.
* Adhere to all policies and procedures.
* To report to the CEO annual leave, sickness and other absence information for yourself in an accurate and timely manner.

**Health and Safety:**

* To ensure that Health and Safety regulations are adhered to and to ensure that a healthy and safe environment is maintained for all those attending the programmes.

**Personnel Specification**

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| **Factor** | **Essential Criteria** | **Desirable Criteria** |
| **Qualifications** |  | Hold/working towards a recognised Level 1 or Level 2 in Youth Work Practice |
| **Experience** | * A minimum of 6 months paid or voluntary experience working with young people * Experience and expertise in using appropriate interventions for young women * Experience and expertise in group facilitation, particularly with young women * A good working knowledge of the statutory, community, voluntary and youth sectors | * A minimum of 6 months paid or voluntary experience with young women and girls |
| **Knowledge, skills and abilities** | * Knowledge of the difficulties and barriers faced by women and girls within marginalised communities * Excellent oral and written communication skills * IT competent, including ability to record on various electronic or web based databases, Word, PowerPoint, Outlook, Excel | * Working knowledge of the youth sector within Greater Belfast |
| **Additional Factors** | * A positive attitude towards young people and their experiences * A commitment to personal development * A requirement to work evenings due to the nature of the job |  |

The selection criteria may be enhanced at the shortlisting stage if a high volume of candidates meet the current essential criteria.