**Assistant Youth Worker**

**Job Description**

**Post:** Assistant Youth Worker

**Hours:** 20 Hours per week

**Salary:** NJC 4 SCP 9 £25,119 (£12.88 per hour)

**Responsible to:** Senior Youth Coordinator

**Responsible for:** Assisting in the implementation of a youth work programme designed to engage young people aged 12 – 24 years. Working closely with existing community youth networks/providers, local schools, social services and various youth justice agencies.

As project assistant the post holder will work closely with Project Coordinator to support the development of volunteers working within the project.

**Job purpose:** To engage and mentor young people to become involved in personal development and wider youth support services through effective outreach, detached, online and youth drop-in working.

**Main duties and responsibilities**

**Programme**

* To work directly with young people to develop and support their social education in providing a range of programmes within a drop-in, outreach, detached and online youth settings.
* To assist in the deliver a range of diversionary activities designed to target hard to reach at risk young people when they are most at risk of engaging in risk taking behaviours
* To assist in the development of volunteer keys skills through supporting training and development.
* To assist in the liaison between the various youth providers to ensure high levels of communication
* To assist in the delivery of training and programme delivery to young people
* To assist in the development of the youth programme to initiate, develop and complete individualised/person centred action plans to encourage positive changes for participants
* To assist with the youth programme attracts the support of BME communities
* To assist in the ongoing development of the young people engaged in the programme
* To assist in the monitor and evaluation the project to ensure that the services offered meet the needs of young people

**Administration**

* To assist in the development and implementation of appropriate reporting and data collection mechanisms
* To assist in timely delivery of all reports and administration
* To assist with the maintaining of accurate and up to date records
* To ensure that all necessary information is recorded and stored appropriately with respect to confidentiality

**General**

* To work as a member of the LORAG staffing team to engage in activities which promote and develop the young people and children services within the organisation and wider community
* To attend training courses, strategic meetings and conferences as required
* To liaise with other relevant organisations to ensure breadth of opportunity for the young people on the programme
* To carry out such duties as may reasonably be required of the post holder