**Lower Ormeau Residents Action Group**

**Background:** LORAG (Lower Ormeau Residents Action Group) is a needs led community development organisation, founded in 1987 to support the residents and community of the Lower Ormeau. LORAG have managed Shaftesbury Community and Recreation Centre, a council owned facility since 2000, successfully growing the services delivered from the centre from 20 hours per week to 94 hours, sustaining 26 jobs, serving the needs of the community.

LORAG has successfully undertook the redevelopment of the John Murray Lockhouse as a Healthy Living Hub, Community Garden, Shed, Boat Store and River access point, at a cost of £2.8 million. The project is currently under construction

Following closure of the purpose-built Youth Centre in October 2023, LORAG, in partnership with other key stakeholders is tasked with reopening and strengthening this facility for the delivery of area-based programmes, funded by the Education Authority.

Initially the programme will consist of 6 x 3-hour sessions 4 of which will be delivered during evening periods reaching 35 children and young people aged 9 – 18 years.

The successful candidate will be tasked with growing the services to meet the needs of the area and will be assisted in this task by the wider LORAG teams.

Youth Worker II (Centre Based) Job Description

**Post:** Youth Worker II (Centre based)

**Hours:** 37 hours per week (Full-time post)

**Salary:** NJC SO 1 Pts. 23-25 (£36.124 - £37,938) + 3% Pension

**Duration:** Post funded under EA area-based delivery. Successful candidate will be required to undertake a 6 month initial probationary period

**Working Pattern:**  includes 4 evenings per week and weekend night (Friday, Sat or Sun)

**Location:** River Terrace, Belfast, BT7 2EN

**Responsible to:** Director of Services

**Responsible for:** Centre staff team and volunteers

**Job purpose**

The Youth Worker will ensure the successful operation and co-ordination of the Centre’s programme of offer. They will have direct responsibility for the day-to-day management of the Youth Centre and will maximise the use of the Centre by young people for agreed purposes, in line with Board policies.

**Main duties and responsibilities**

1. **Managing & Developing a Range of Services at unit level and within the local community** 
   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..
   2. To develop an individual Annual Action Plan for the centre and actively contribute to the Area Plan and overall strategic plan for the Youth Service.
   3. To ensure the active participation of young people in the youth work programmes, and in the management of the centre, and to organise resources accordingly.
   4. In consultation with the Director of Services to ensure that objectives are achieved through implementation, monitoring and self-evaluation of agreed work programmes. Such a system must be designed on staff development principles which include induction, training, supervision/support and evaluation elements.
   5. To establish contact with, listen to, befriend, advise, support and act as an advocate for young people.
   6. To encourage and participate in residential and outdoor education elements of the Centre programme of activities (when required).
   7. To promote and develop inter-community and community relations activities.
   8. To be responsible for all management, administration and financial matters relevant to the Centre.
   9. To engage, where appropriate, in outreach or detached youth work programmes within the local community.

**2. Developing Staff and Facilities at Unit Level**

**2.1** To 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 Centre and as required within the designated area.

**2.2** To ensure the induction, motivation, development, training, deployment and discipline of all centre staff (paid and voluntary, as appropriate).

**3.** **Working with Agencies to Develop Services across the Community at Unit Level**

**3.1** To work with relevant agencies and stakeholders including children and young people, parents and careers to develop services within the Centre and at local community level.

**4** **Leading Project Development and Implementation**

**4.1** In line with agreed priorities to design and implement specific curriculum related projects in the Centre based on the needs identified by children and young people and Education Authority’s Local Assessment of Need.

**5** **Management Responsibility for Staff and/or volunteers at Unit Level and within the local community.**

**5.1** To supervise all staff and volunteers retained by the Centre including the management and allocation of duties of such staff both within the Centre and at local community level.

**6**. **Child Safeguarding, Administration and Finance**

**6.1** To be responsible generally for the day-to-day management and administration of the Centre and its staff, activities, services and facilities.

* 1. To ensure all policies and procedures are strictly adhered to and in particular, to implement and ensure adherence to agreed safeguarding arrangements and act as the Designated Officer relating to the protection of children and young people.

**6.3** To manage budgets and undertake fundraising activities, including grant applications, as necessary to ensure that the Centre has sufficient financial resources to meet its running costs and the cost of all projects undertaken and managed by the Centre.

**6.4** To maintain accurate records e.g. staff rotas, monitoring and participation data, quality assurance data, financial returns, reports to funders, accident report forms, inventories etc.

**6.5** In relation to health and safety issues, to be familiar with and ensure the enforcement of the requirements of all current Health and Safety Legislation.

**6.6** In relation to security, to ensure the premises are always kept secure and in a proper state of repair and to report to the Director of Services any breach of security or need of repair.

**6.7** Other duties of a similar nature and appropriate to the grade may be assigned from time to time.

In accordance with Section 75 of the Northern Ireland Act (1998), the post-holder is

expected to promote good relations, equality of opportunity and pay due regard for equality

legislation at all times.

**Canvassing**

Canvassing staff or Board members involved in the recruitment process directly or indirectly will result in disqualification.

***Please note: the onus is on candidates to provide sufficient detailed information on their application forms in order to demonstrate how they meet each of the criteria outlined in the attached Person Specification. Failure to do so may result in a candidate not being shortlisted since Selection Panels cannot make assumptions in the absence of essential information.***

Youth Worker II (Centre Based) Personnel Specification

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| --- | --- | --- |
|  | **Essential** | **Interview/Application** |
| **Qualifications** | | |
| Hold a professional qualification in Community Youth Work or equivalent qualification (in accordance with para 5 of the JNC Report for youth Workers) | Essential | Application |
| **Experience** | | |
| Minimum three year’s paid experience post qualified exp working as a professional youth worker including minimum of one year managing youth work staff/volunteers in a youth centre project. | Essential | Application |
| Demonstrable experience of effective management of staff, volunteers, budgets and premises. | Essential | Application/ Interview |
| Demonstrable experience of engaging with the wider community and a range of agencies for the benefit of children & young people. | Essential | Application/ Interview |
| Demonstrable experience of monitoring and evaluation processes to include report writing | Essential | Application |
| Experience in a range of youth work settings e.g. street based youth work, centre based work, youth work within a community or voluntary group, residential or thematic group | Essential | Application |
| **Knowledge & Skills** | | |
| Knowledge of Health and Safety requirements and safeguarding best practice and how these relate to young people and staff | Essential | Application/ Interview |
| Capable of leading and directing a team and facilitating developmental group work projects | Essential | Application/ Interview |
| Ability to design, plan and implement programmes of activities for young people based on evidence of need and the NI youth work curriculum. | Essential | Application/ Interview |
| Excellent written and verbal communication skills | Essential | Application/ Interview |
| Ability to build sustainable relationships with key stakeholders including young people and adults | Essential | Application |
| Knowledge and understanding of delivering youth work within an equal opportunities framework/ CRED principles | Essential | Application/ Interview |
| Excellent organisational and administrative skills | Essential | Application |
| Experienced in using Microsoft Word, Excel Outlook and PowerPoint to produce/reports/spreadsheets/presentations | Essential | Application |
| Hold a driving licence and have access to a suitable vehicle or have suitable alternative form of transport in place | Essential | Application |
| **Personal Qualities** | | |
| Strong commitment to young people | Essential | Application/ Interview |
| Leadership/ self-starter/ability to motivate others | Essential | Interview |
| Willingness to undertake training as and when required | Essential | Interview |
| Conscientious, flexible and reliable | Essential | Application |