

JOB DESCRIPTION

Job Title	Youth Worker in Charge – Heroes Plus Project
Reporting to	Head of Services
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	£15.44 per hour
Contract Type	Fixed Term to End December 2028
Hours of Work	16 hours per week 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:
<p>The Youth Worker In Charge will be responsible for directing the development and delivery of the programme, through various youth work themes and activities, which will support young people aged 14 – 24 with additional needs, helping them achieve outcomes that are right for them whilst also achieving a range of programme targets.</p> <p>They will also be responsible for workplace supervision of staff, students and volunteers and be able to maintain and provide management information as required by the senior management team, including delivery project outcomes and targets, including targets relating to budgetary, monitoring and reporting requirements.</p> <p>As a team member they will promote a range of local activities with young people and develop programmes of work with them, supporting them to realise their personal development goals. This post is funded by PEACEPLUS a programme managed by the Special EU Programmes Body (SEUPB).</p>

Responsibilities and Duties
<p>Programme Delivery</p> <ul style="list-style-type: none"> • Plan, implement and evaluate programmes of activity as appropriate to the target age range. • Deliver a programme of activities in line with the project outcomes, that enhance the opportunity for young people to gain new knowledge and experiences across the projects 5 outcome areas, namely Good Relations, Citizenship, Personal Development, Employability Skills, and Positive Progression. • Lead and manage the work of youth workers, assistants and volunteers in the programme • Promote the HEROES+ project within the agreed locality and recruit young people to participate. • Provide direct support to young people engaging in the heroes+ project, communicating with them in an open, friendly, and professional manner. • 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. • Contribute to the development of AEL’s knowledge, practice and to the strategies development of programmes of work with young people.

Performance Standards

- Work independently without direct supervision
- Supervision of youth workers, assistants and volunteers.
- 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.
- Complete 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">• Experience in the delivery of youth work programmes and interventions.• Confidence and determination to deliver agreed targets.• Awareness of and enthusiasm for inclusive practices.• Ability to work with young people to organise an appropriate programme of activities that delivers the project specific outcomes.• 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 a relevant degree in youth work, community development, education or equivalent. <p>OR</p> <ul style="list-style-type: none">• Have a minimum of 3 years' experience in leading and delivering youth/community-based projects AND an OCN Level 3 in youth work or equivalent.• 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.• Excellent planning and organisational skills and the ability to manage multiple priorities 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.• Knowledge and experience of working with individuals with additional needs and the barriers they face.• Experience of managing staff/volunteers• Full clean drivers' licence and access to a car• Awareness of current Safeguarding legislation.
Desirable Criteria
<ul style="list-style-type: none">• Qualification in training delivery• Knowledge of Health and Safety practice and processes, including completion of risk assessments• Knowledge of relevant, local community networks and provision for young people