**JOB DESCRIPTION**

**JOB TITLE:** Sessional Youth Work Assistant

3 hours per week

**JOB DURATION:** Until March 2026

**HOLIDAY ENTITLEMENT:** 30 days pro rata

**RESPONSIBLE TO:** Programme Coordinator – Youth Clubs

**SALARY:** £12.58 per hour (Scale Point: F4)

**JOB PURPOSE:**

To work directly with young people to develop their social education by providing programmes of activities. This post will undertake duties under the direction of the Programme Coordinator and, in their absence the Youth Worker, in line with organisational policies.

**KEY TASKS:**

* ​Assist with the planning and implementation of programmes, related to the “Model for Effective Practice”.
* Work towards a model of youth participation, ensuring that young people play an active role in the youth group.
* Communicate effectively and develop rapport with young people.
* Assist in the development of relationships with the wider community and external agencies.
* Assist young people to express and realise their goals.
* Challenge oppressive behaviour in young people.
* Provide information and support to young people.
* Support young people in evaluating youth work activities and the impact of youth work on their development.
* Implement the Child Protection Policy and work with young people to safeguard their welfare and the welfare of others.

**OTHER FUNCTIONS OF THE POST:**

* Assist with administrative duties within the unit/project.
* Carry out such duties as may be assigned by the Line Manager, within the level of the post.

**SCOPE & LIMITS OF AUTHORITY**

The Association provides a range of youth services within the area, working closely with external agencies in the voluntary and public sectors.

Sessional Youth Work Assistants are managed by the Programme Coordinator - Youth Clubs and in their absence by the Youth Development Workers.

The post-holder works in consultation with the wider staff team in the implementation of new initiatives and the delivery of programmes that contact young people within the community and encourage their participation in the services of the Association.

The post holder will have defined levels of autonomy for programme implementation, health & safety and any discipline issues. They will be part of a supportive & experienced staff team.

**PERSONAL CONDUCT**

There is considerable direct contact with young people, parents, supporters, health professionals, churches, teaching staff and the public in this role, therefore the successful candidate must be able to represent the organisation in a professional manner.

**WORKING HOURS** Sessional hours will be agreed according to the demands of programme activities. The Youth Club responds to the needs of young people and as a result evening & weekend work will be required. Time off will be negotiated with the Programme Coordinator.

**DISCLOSURE OF CRIMINAL BACKGROUND** This post will involve ‘regulated activity’ under the Safeguarding Vulnerable Groups (NI) Order 2007, therefore the post holder will be subject to an ACCESS NI check.

**PERSON SPECIFICATION**

Qualifications / Experience

* Recognised youth work qualification (E.g. OCN level 2 & 3, OCN level 2 certificate) OR a minimum of 2 years’ part time or voluntary experience working with young people in a relevant context

Knowledge

* Knowledge of good youth work practice

Abilities and Skills

* Excellent interpersonal skills with the ability to develop & maintain appropriate relationships with young people
* Planning and organising skills
* Group facilitation skills
* Computer literate

Disposition

* Team player
* Resilience and able to deal with the pressures of working with young people
* Commitment to working within an equal opportunity framework
* The YMCA works to a model of Christian Social Action and the post holder must be in agreement with the Aims and Purposes of the YMCA