

Job description



Job Title	Part-time Youth Worker
Line manager	Youth Work Manager
Salary	Starting at 11.71 per hour depending on experience.
Accountable to	Charity Manager and Trustees
Key working relationship	Charity Manager, Administrator
Reportees	Volunteers involved in youth work provision
Working base	The Cube, Symington Recreation Ground, Market Harborough LE16 7DS, and surrounding area of Market Harborough
Working hours	starting at 20 hours per week, including some evenings
Benefits	6% Pension contributions from employer

Overall aims of the post

To develop and resource a range of youth work that achieves HYACT's vision to see the young people of Market Harborough thriving in their communities.

To work with the Charity Manager to promote and support the aims of the charity as a Christian organisation.

Main Responsibilities

Deliver work with young people:

- Develop and deliver work with young people that supports the vision and approach of HYACT.
- Establish robust systems to ensure the success of new ideas and projects.
- Work with and report to the Support Board and Trustees on target setting, progress and monitoring.
- Support our engagement and collaboration with local schools and colleges.
- Support strategy that promotes young people in leadership throughout the organisation
- Support the maintaining of processes and systems to track feedback, outcomes and progression for young people.
- Ensure all relationships of trust, in HYACT's work with young people, their communities and the agencies we work with, are in accordance with the HYACT approach.

Develop an effective team to support the youth work of the charity:

- Manage volunteers and young people involved in the youth work activities.
- Work with the Charity Manager to build, develop and sustain a committed and resourced team of volunteers.
- Support regular appraisals, observations and identify training needs for volunteers.
- Support the building, developing and sustaining of a partnership relationship with parents.

Operational:

- Manage project budgets, youth work funding streams and resources.
- Ensure volunteers and young people using The Cube, are aware of and adhere to HYACT policies and procedures including membership.
- Ensure all safeguarding concerns are monitored and reported appropriately in line with policy

- Implement health and safety policies and practices as required to ensure all statutory guidelines and legal obligations are met
- Recognise the wishes and sensitivities of the local community in relation to all activities

Personal development:

- Develop the skills of a reflective practitioner, continually seeking to improve and develop practice
- Keep up to date with issues facing young people and trends in youth and community work practice
- Undertake relevant training and engage positively in your own professional development

The specific components of the job role will continually change as the provision develops but will not change the general character of the job. Working days may vary from week to week and will include evenings, and occasional weekends.

It is not a requirement that the post-holder is a Christian but they must be supportive of the ethos of the Charity and won't be involved in any faith-focused work.

This post is also subject to an enhanced Disclosure and Barring Service check.

Person Specification

Essential

- ✓ Commitment to the well-being and development of young people
- ✓ Significant and demonstrable experience working with young people, (minimum 3 years in a relevant role.)
- ✓ Good interpersonal skills
- ✓ Competence in general administration and IT skills to include the ability to use Word processing packages and databases
- ✓ Understanding of the needs and potential of volunteers
- ✓ Ability to communicate clearly in writing, conversation and presentation
- ✓ Understanding of the need to safeguard children and commitment to doing so
- ✓ Willingness to manage behaviour and create a positive culture within youth work
- ✓ Experience in planning and delivering youth work sessions
- ✓ An understanding of, and commitment to Equal Opportunities, and the ability to apply this to all situations.
- ✓ Must be able to perform all duties and tasks with reasonable adjustment, where appropriate, in accordance with the provisions of the Equality Act 2010
- ✓ Must be sympathetic to and supportive of the Christian Ethos of the Charity.

Desirable

- A qualification in youth work
- Experience in supporting and developing volunteers
- Experience in working collaboratively with other organisations
- Advanced skills in social media
- First aid and Food Hygiene qualification
- Experience of developing and delivering training and group work
- Knowledge of child development and an awareness of differing needs of children and young people
- Underpinning knowledge of theories of engagement of young people
- Experience of engaging with young people who are vulnerable or from a hard-to-reach group
- Awareness of the issues faced by young people (social, economic and inter-personal)