**Job Description**

**Dated November 2022**

**Post Title** Willington Youth Group Principal Organiser

**Background**

The current Willington Youth Club was founded in 2011 after an extensive consultation, initially driven by members of the Parish council and involving Derbyshire Youth services, local residents, representatives from youth groups in neighbouring villages and young people from the village.

The initiative was triggered by a significant rise in antisocial behaviour in the village and a perceived lack of opportunities for the village’s young people to meet socially.

Arising from these extensive discussions it was determined to run a pilot set of meetings in the ‘old school, a community facility in the village.

The pilot was run by a group of volunteers including members of the parish council, representatives from the Old School committee, representatives from one of the local churches, parents and a monitoring brief by Derbyshire Youth services.

The pilot was a tremendous success with more than twenty young people attending the weekly meetings, this continued to rise such that more than thirty young people would attend.

A constitution, and other necessary documents (Health and Safety, Welfare, Emergency evacuation etc.) were constructed with assistance from neighbouring groups. A set of rules for how the meetings should run was constructed by the young people who were attending the sessions.

The club was initially known as WAG (Willington Action Group) drawing on the significant media coverage of the Wives and Girlfriends of the English football team that was competing in the World Cup at that time. As that coverage has faded we have reverted to Willington Youth Group in our day to day activities as this more accurately reflects the club’s position.

During the last ten years the Group have arranged a wide range of sporting, artistic and social activities.

These include an annual Xmas party, Halloween activities, painting and erecting promotional boards in the village centre for the raft race, carnival, armistice and Xmas celebrations.

We have had professional support for pottery, paper mache, encaustic art, card making, street dancing and football skills. We have had visits from the Lord Lieutenant of Derbyshire, our local MP, the Derbyshire Police Ozbox team and a member of Derby Magic Circle.

The members have organised impromptu concerts and talent shows, cooked cakes and cookies for the meetings and raised money for ‘Children in Need’, ‘Sport Relief’ and ‘Comic Relief’.

We have held quizzes and water balloon ‘fights’, painted wooden cutouts of pigs for the Village arts festival.

In addition to these main activities we have provided a range of activities for our members, photographs of some of these activities are shown on our web site. www.thewyc.org.uk

In 2019 the club was forced to close due to Covid restrictions and has so far not reopened.

For the last few years the club’s activities were largely driven and organised by two former parish councillors, both of these gentlemen are in their seventies and have decided that ‘younger blood’ is now required to continue to take the club forward.

Following discussions with a number of interested parties, in order to try to restart the club and take it forward, it was determined that a ‘paid position’ should be created. Funding has now been granted by the County’s Police and Crime Commissioner for a twelve month pilot.

The individual would work with existing volunteers in order to organise the weekly meetings and try to create a more sustainable structure for the future.

**Job Purpose**

To organise and supervise, with the assistance of the existing Voluntary Officers of Willington Youth Group, the weekly Youth Group meetings. This would include contacting and retaining companies and individuals who would attend the meeting to train and entertain the members who attend the sessions.

The meetings are held from 18:30 to 20:00 on a Wednesday evening in the Old School buildings on the Castleway in Willington.

The club operates during the periods of the Derbyshire County Council school terms.

The Post holder will also be required to establish links with the local Primary School (Willington Primary School) and relevant staff in the local state secondary school (John Port Academy), initial contacts would be the school’s Duke of Edinburgh’s Awards coordinator and the school’s Sports Leaders program coordinator.

The post holder would also be required to contact parents and members of the local community in order to recruit additional helpers for the weekly meetings.

**Key Results Areas**

1. To ensure that the weekly meetings are conducted in keeping with the Group’s rules.
2. To work with the Existing voluntary officers to identify the needs of young people and assist in the delivery of weekly sessions that meet these needs.
3. To understand the ‘neighbourhood’ in which you work.
4. To build and maintain positive relationships with the existing officers, other helpers and young members of the group.
5. To maintain a record of attendances at the Group.
6. For new members who join the group, maintain emergency contact details and any health, or other conditions that could place any member in danger, such information to be treated as confidential at all times.
7. To encourage young people to actively participate in the weekly sessions and the decision making processes for any new activities.
8. To be aware of and implement Willington Youth Groups Health and Safety policies and procedures.
9. To participate in regular reviews of the Willington Youth Group’s activities, such reviews to be confidential.
10. To maintain financial accounts of all income and expenditure in conjunction with the Treasurer of the Willington Youth Group.
11. To undertake any other such duties commensurate with the the post, and agreed with the Secretary and Treasurer of the Willington Youth Group.

**Qualifications and Experience**

Recent experience of working face to face with young people.

**Principal Contacts**

The post holder will work with the Willington Youth Group’s Secretary and Treasurer.

**Special Conditions**

The post is temporary for a period of three months and will be made permanent from this date, for a further nine months, at the sole discretion of the Willington Youth Group’s voluntary officers.

**Working Hours**

The post holder will be required to organise and supervise the weekly meeting of the group, including set up and tidy up time this is anticipated to be approximately two and a half hours per week

The remaining work, of one and a half hours would be completed on a flexible timetable as required to fulfil the other duties of the role.

The hourly rate of pay is a consolidated one, which includes any enhanced payments for evenings and weekends and travel.

This post is for 4 hours per week for 40 week based on school terms. It is a requirement of the post that all holidays are taken outside the school terms.

**Disclosure and Barring Service**

This post will result in you having contact with children, it therefore, requires that by virtue of the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975, the Children’s Act 1989 and/or the Police Act 1997, you reveal any criminal convictions, bind over orders or cautions, including those which would normally be regarded as spent. You must complete the relevant section on the application form – your application will be returned if this section is incomplete. If successful in your application you will subject to a Disclosure and Barring Service Check. Any offer of employment is subject to a clear return from the Disclosure and Barring Service.

This job description sets out the main duties of the post at the date when it was drawn up. Such duties may vary from time to time without changing the general character of the post or the level of responsibility entailed. Such variations are a common occurrence and cannot of themselves justify a reconsideration of the remuneration for the post.