

## JOB DESCRIPTION

<b>Job Title:</b>	<b>Youth Worker</b>		
<b>Salary:</b>	£26,780 - £29,974 FT 35 hours a week		
<b>Benefits</b>	<p>Five weeks annual leave plus Bank Holidays. Holidays increase after two years' service to a maximum of six weeks after six years' service. The holiday year runs from 1st April to 31st March each year. (Pro-Rata depending on hours and for sessional staff percentage added to pay).</p> <p>Excellent training and professional development opportunities</p> <p>Free parking available at all our sites</p> <p>YMCA Gym and Fitness Centre membership</p> <p>Discounted childcare</p> <p>Bike to work scheme</p>		
<b>Hours and Location of work</b>	Our posts are based across East Surrey. This is a permanent position all year contract. Please be aware that during the school holidays, hours may vary to include daytime provision.		
	<b>Area of work</b>	<b>Locations</b>	<b>Available hours</b>
	Youth Work	East Surrey areas including Caterham, Horley, Reigate, Redhill, Merstham and Tadworth	35 hours across 5 days to include a minimum of 3 evenings (up to 9pm).
<b>Responsible to:</b>	Youth Work Manager		
<b>Responsible for:</b>	Assistant Youth Workers		
<b>Job Purpose:</b>	To plan, deliver and evaluate youth club activities for young people and ensure that all safeguarding, regulatory and health & safety requirements are met. To actively engage young people in informal learning opportunities that promote their physical, mental, social and emotional development.		
<b>Background to role</b>	<p>If you have experience of working with children and young people and you want to make a meaningful difference to their lives while learning new skills yourself, we would love to hear from you.</p> <p>More information about our services can be found on our website <a href="https://www.ymcaeast Surrey.org.uk/children/youth-family-services">https://www.ymcaeast Surrey.org.uk/children/youth-family-services</a></p>		
<b>Main Responsibilities:</b>	<ul style="list-style-type: none"> <li>➤ To plan, deliver and evaluate YMCA East Surrey Youth Work offer including detached and centre-based youth work.</li> <li>➤ To coordinate YMCA detached programme – Y Bus and Street Talk including liaising with partner agencies. This includes driving our Y Bus.</li> <li>➤ To coordinate YMCA holiday programme including applying for funding and delivering trips / residentials.</li> <li>➤ To oversee part time staff and volunteers, providing professional support and guidance.</li> <li>➤ To actively engage with young people aged 10 to 18 in a wide range of youth work programmes that promote personal and social development</li> <li>➤ To deliver information, advice, and guidance to young people referring to specialist agencies where appropriate</li> <li>➤ To meet with young people and set an action plan to assist with their social and personal development.</li> </ul>		

	<ul style="list-style-type: none"> <li>➤ To record and collect data with various tools and to use this to evaluate the effectiveness of youth work programmes.</li> <li>➤ Attend staff meetings, training and staff development events, as appropriate, to ensure continuous professional competence and development commensurate with the role.</li> <li>➤ Involve young people in co-production of all the youth work undertaken.</li> <li>➤ Ensure that staff understand and operate in accordance with YMCA East Surrey policies and procedures for health and safety, risk assessment and safeguarding children and young people to provide a safe working environment.</li> <li>➤ Contribute to the development and production of Children and Young People policies and procedures to ensure they are appropriate to the needs and wellbeing of young people.</li> <li>➤ Liaise with local partners and stakeholders in schools, the voluntary and statutory sectors to enhance the coherence, range, reach and quality of services for young people.</li> <li>➤ To supervise the activity environment to ensure physical and emotional/personal safety for all children and young people attending. This includes completing appropriate records of any accidents, injuries or incidents that may occur, and any medication administered using My Concern safeguarding software</li> <li>➤ Where necessary to administer First Aid.</li> <li>➤ To work with the rest of the YMCAES Children and Young People’s team to help ensure attendance figures reach agreed targets in line with budgets.</li> <li>➤ Undertake any other duties and responsibilities reasonably requested by the Manager.</li> </ul>
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**PERSON SPECIFICATION:**

		<b>Essential</b>	<b>Desirable</b>	<b>How measured (application, assessment, interview)</b>
<b>Qualifications, Education &amp; Training:</b>				
	Introduction to safeguarding children and safeguarding adults training or willingness to undertake	X		Application, Interview
	Food hygiene training or a willingness to complete this	x		Application, Interview
	Level 3 Youth Work or equivalent professional qualification	x		Application, Certificates
	Clean driving license	x		Application, Certificates
	First Aid qualification or willingness to undertake this	x		Application, Certificates
<b>Experience</b>				
	Planning, delivering and evaluating detached and centre-based youth work.	x		Application, Interview

	Experience of supporting others in their work with children and young people	x		Application, interview
	Experience of running activities for children and young people.	X		Application, interview
	Experience of positively managing children and young people's behaviour in various situations	X		Application, interview
	Experience of planning, organising and carrying out tasks e.g. music, drama, art and cooking sessions.	x		Application, interview
	Experience of handling and administering medications		x	Application, interview
	Experience working in a community, educational, or social care setting.	x		Application, interview
	To oversee part time staff and volunteers, providing professional support and guidance.		x	Application, interview
<b>Abilities, skills, and attitude</b>				
	Knowledge of Safeguarding Children and Adults	x		Application, interview
	Ability to always hold the well-being and positive development of children and young people as paramount.	x		Application, interview
	Knowledge of the importance of play and youth work for children and young people's development.	x		Application, interview
	Demonstrate a positive attitude and can-do attitude	x		Application, interview
	Commitment to equal opportunities, diversity and inclusion	x		Application, interview
	Good communication skills	x		Application, interview
	Ability to work independently and as part of a team	x		Application, interview
	Ability to maintain safe working practices	x		Application, interview
	Commitment to the YMCA's Values, Aims and Purposes	x		Application, interview
	Kind, caring and committed to ensuring children and young people's needs are the highest priority	x		Application, interview
	DBS check for working with children and adults at risk	x		Application, DBS check
	Meet all criteria of Children Act 1989 and 2004	x		Application, interview
	Good record keeping skills	x		Application, interview
	Willingness to work flexible hours		x	Application, interview
	Hold a current driving license and be able to travel between sites	x		Application, interview