

Job Title	<b>Senior Youth Support Worker</b>
Location	The Base Youth Club
Responsible to	Board of Newton Abbot CIC
Hours of Work	9 hours per week
Pay Scale	£10.72 per hour

**Purpose of Job;**

To take lead responsibility for the effective running of the Base Youth Club, including both the management and administration of the Club.

**Key Responsibilities:**

- To ensure that the Club is providing a safe and secure environment where the young people are engaged in meaningful activities that seek to unlock their potential, give them a voice, positively shape their future prospects and allow them to have meaningful influence in their communities.
- To design, deliver and lead opportunities for young people to engage in activities which capture their interests and meets their needs.
- To lead youth work sessions, whilst motivating and supporting staff.
- To ensure that the Club has all relevant policies and procedures in place and that the administration meets the standards required by Newton Abbot CIC and its auditors.

**Core Tasks: - working with young people, agencies, partners, parents & carers as appropriate.**

1. Plan, lead and evaluate a fun and educational curriculum that engages, inspires and challenges young people appropriately.
2. Recognise, reward and celebrate young people's achievements, learning and successes. From the smallest first step, to reaching their goals and having the self-belief to expand their aspirations.
3. Ensure young people are engaged in the planning, delivery and evaluation of their local service and have opportunities to influence the organisation.
4. Engage young people in face to face youth work in open access and targeted provision during day time, evenings; and weekends when required.

5. Identify vulnerable young people early, in the context of their everyday lives.
6. Build a clear picture of individual needs, shared by young people and the agencies working with them, taking the Lead Practitioner role where appropriate.
7. Provide support for young people during transitions, for example moving on from school or from the support of one service to another as needs change.
8. Work with professionals and practitioners, demonstrating respect and understanding of differing agendas, disciplines, specialisms and roles.
9. Keep and update all necessary paperwork, including policies, to ensure safeguarding standards and other legislation are met.

### **Core Tasks: Organisational roles and responsibilities**

- Adhere to undertaking timely administration tasks, financial regulations and recording and reporting functions
- First line management responsibility for staff and volunteers, including recruiting and helping others on their learning and developmental journey
- To conform to CIC and Youth Club policy, practice and standards
- To keep self and others safe by working to CIC health and safety and safeguarding procedures. Speaking up and challenging when the organisation might not be getting it right
- Commit to your own continuous learning and that of others
- Be accountable to yourself, young people and their families, all colleagues, our trustees, partners and stakeholders
- Be flexible, dynamic and ready to move with the changing and improving pathways of the organisation

## Skill Set and Specification

Post - Senior Youth Support Worker

Skill Set	Essential	Desirable
<b>Training and Qualification</b>	Youth related qualification at level two	Youth related qualification at level three
<b>Education</b>	Literacy and numeracy skills fitting for the post	Non youth work qualifications that can be utilised to enhance the curriculum offer (examples - outdoor education - the Arts - design - cooking - social and health care)
<b>Experience</b>  <b>Working with Young people and their communities</b>  <b>Working with Others</b>	<p>Working with young people in open access youth work settings</p> <p>Planning and delivery of personal and social educational programmes or projects that have inspired and challenged young people appropriately</p> <p>Working as part of a team. With the ability to support and challenge co workers in supportive ways that nurture and encourage mutual growth and development</p> <p>Discretion and confidentiality</p>	<p>Community work that has involved teenagers</p> <p>Work with young people who have protective characteristics</p> <p>Street Based Youth Work</p> <p>Collaborative and partnership work with professionals and practitioners from a range of statutory and non statutory organisations</p> <p>Information sharing</p>

<p><b>Practical Skills</b></p>	<p>Practical application of high Health and Safety standards</p> <p>Working to Child Protection and Safeguarding procedures Planning and Evaluation</p> <p>Ability to establish and develop meaningful working relationships at all levels</p>	<p>Understanding of Early Help systems and pathways</p> <p>Drugs and Alcohol work with young people</p> <p>Sex and Relationships work with young people</p> <p>Work with vulnerable young people</p> <p>Fundraising experience</p>
	<p>Innovative and creative thinking in problem solving</p> <p>High customer service standards</p> <p>Good organisation, ICT and administrative skills</p> <p>Creativity in use of resources</p> <p>Ability to challenge young people's negative attitudes and behaviours supportively but effectively</p>	<p>Sport, arts, media, music and cooking skills</p> <p>Accreditation and celebration of young people's achievements</p>
<p><b>Communication and personal qualities</b></p>	<p>Integrity, Respectful, Determined, Collaborative, Accountable and Dynamic</p> <p>Solution focused with a 'can do' attitude</p> <p>Ability to forge productive working relationships with colleagues and other stakeholders</p> <p>Empathetic and caring</p> <p>Resilience and self motivating</p> <p>Seek to eliminate oppression, discrimination, advance equality, embrace diversity and to foster positive relations with all others</p>	<p>First line management of staff and volunteers</p>

<b>Other</b>	Commitment to ongoing training and development  Commitment to evening and weekend work	
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## **Summary of key duties and weekly responsibilities**

Ensure weekly session is planned in advanced and that appropriate resources have been obtained;  
Ensure all volunteers and other staff are aware of the plan for that week and understand their role in delivering that programme;  
Ensure all volunteers and staff feel appropriately supported and managed;  
Be responsible for Health and Safety whilst the Club is running – including food hygiene;  
Ensure the tuck shop is fully stocked;  
Ensure all volunteers on site have DBS Checks in place where necessary;  
Ensure all volunteers are aware of any training opportunities and are encouraged to take-up those opportunities;  
Hold an up-to-date register of the children attending and ensure that new children are properly registered with all medical and emergency contact information properly recorded;  
Provide copies of all invoices and other records of expenditure for the Club to the CIC Administrator;  
Work with the CIC Administrator to ensure all financial records for the Club are up-to-date and fully compliant with audit requirements;  
Ensure that the Facebook page and the Club noticeboard is up-to-date;  
Take opportunities to apply for funding to support the running of the Club;  
Provide weekly timesheets of hours worked;  
To comply with all safeguarding legislation and make sure that policies are up-to-date.