

## Job Description

# Senior Youth Worker (JNC)

## Permanent

**Location:** Based out of The Drum on Whitecross Street but working across all London Boroughs where City YMCA London operates.

**Reporting to:** Senior Youth Coordinator

**Hours:** 35 hours per week (Working flexible hours to meet the needs of the service 9am to 5pm, 11am to 7pm, 12pm to 8pm 1pm to 9pm, 1:30pm to 9:30pm Wednesday to Sunday.)

**Annual Leave:** 28 days (inclusive of public holidays)

**Salary:** Grade D. £24,646 per annum

**Other Benefits:** Contributory pension scheme and free confidential telephone counselling service

**Job Purpose:** As a skilled and dynamic youth worker you will be an active part of our growing youth team, developing and implementing a range of interventions for young people, especially those who are vulnerable or hard to reach.

You will engage 8-25 year olds in a range of positive activities that benefit their personal and social development. You will be skilled in making sure that all activities continue to be interesting, relevant and responsive to the felt needs of young people. Your delivery and interpersonal skills with young people and with the youth team will be exemplary in creating safe, dynamic environments where young people enjoying belonging and thrive.

You will equally be comfortable motivating volunteers, student youth workers and peers by providing support and identifying development opportunities and developing strong links with other youth providers and the local community.

At the same time, you will be able to demonstrate attention to detail in managing your work, abiding by our policies and monitoring your work.



## **Organisational context**

City YMCA London is a multi-site operation organisation, operating specialist accommodation for homeless young people alongside a range of youth interventions across six London boroughs and the City of London, a place the over 600,000 young people call home.

Our housing project provides short-term temporary accommodation for 243 single homeless vulnerable young people aged 16 to 25 from a variety of backgrounds including: offending, mental health, domestic violence and alcohol & drug abuse. The building is open 24/7 – 365 days a year.

Our youth provision provides a range of interventions for young people aged 8-16, living within the community from outreach projects to open youth centres and the delivery of tailored programmes and enrichment workshops.

City YMCA London will be opening new accommodation for homeless young people in May 2021. LandAid House in Islington will offer new, flagship accommodation for 146 young people in units of one, two and six-bedroom flats with shared spaces including a lounge and gym that is also open to the local community.

We will subsequently be looking to return The Drum, our detached youth work hub, back to the youth team to re-establish a vibrant youth centre over four floors and have recently secured a five-year commitment from a legal firm for that development. The building will accommodate detached youth work provision alongside specialist programmes in sexual health, mental health and technical design skills as well as establishing a local community radio station.

The Drum will continue to enhance youth club outposts on the Golden Lane Estate for one evening a week, Aldgate East for two evenings a week and the possibility of a new provision at our Tarling Road site in Barnet.

This year City YMCA London are looking to more than double our staff team and this position will be crucial to our ability to start to ramp up our range of youth services. You will therefore be joining the organisation at a strategic time of growth and opportunity.



## **Duties and responsibilities**

### **Youth Projects**

1. Acquire local knowledge sufficient to understand the needs of young people in the communities in which they live.
2. Regularly make contact and interact with young people through face to face or authorised social media channels.
3. Provide advice, support and signpost information to local young people and refer to other agencies as appropriate.
4. Create and develop tailored interventions having identified core themes and needs of young people through your interactions with young people, ensuring opportunities for their involvement in decision making and providing challenging developmental activities.
5. Recruit and manage student youth workers and volunteers in order to offer training opportunities for them which support the delivery of our service.

Undertake the necessary promotion, registration, monitoring and reporting required by all professional youth projects creating youth evaluation tools.

6. Work with young people to develop the service through co-production ensuring that the intentions remain relevant to their needs.
7. Help facilitate visits and volunteering engagements between young people and our sponsors in order to provide young people with additional support and experience and to promote City YMCA London's work and mission.
8. Contribute to the identification and bidding for new streams of funding that will extend the work of the Youth Coordinator's role to increase sustainability.
9. Offer support to the Housing Team in the implementation of life skills workshops, ensuring they are relevant and up to date and meeting young people's needs.
10. Identify external opportunities by signposting to third party resources or having external agencies deliver training for young people in our services.

### **Dimensions**

11. Contribute constructively to the Youth Projects Team, attending regular meetings and other relevant City YMCA London forums.
12. Initiate and lead team meetings for the project(s), communicating key decisions and highlighting potential resource implications in time to respond effectively.



13. Ensure that young people are given appropriate opportunities to participate in the work of City YMCA London through steering groups, forums and coproduction.
14. Monitor and evaluate all work providing reports, session recordings and statistical information as required, including completion of funders' quarterly returns, keeping IYSS up to date, tracking youth interventions within our INFORM database and provide other information as requested.
15. Ensure you have a thorough knowledge of City YMCA's policies and procedures to carry out duties in a professional way, contribute constructively as a member of the City YMCA London staff team and support the wider YMCA movement.
16. Engage with training opportunities as agreed.
17. Carry out other agreed duties at the discretion of the line manager.

### **Scope and limits of authority**

The Youth Worker is jointly responsible for ensuring the quality of delivery of the project. This may include deputising for the Senior Youth Coordinator at City YMCA London meetings, ensuring delivery of work-plan targets by others in the team, line-managing student youth workers, contributing to funding returns and inputting into budgets.

Specifically, the Youth Worker is responsible for:

### **Finance**

- Effectively manage purchases and youth excursion costs in line with policies
- Manage volunteer expenses in line with policies
- With the support of the Senior Youth Manager, identify and bid for small grants [£5k - £50k] to expand the work

### **Material Assets**

- Ensure that all equipment used by the project is recorded on the asset register and returned to storage after use
- Ensure that all equipment and resources are fit for purpose and appropriate for the activity or training identified
- Keep safe assigned computer equipment (a Microsoft Surface Go will be provided as part of your work resource and docking stations are available.)

### **Information**

- Responsible for the quality and accuracy of project content on INFORM
- Responsible for following City YMCA London and national guidelines, policies and procedures when accessing and storing electronically or physically all personal information of young people
- Responsible for publications, website content, and marketing materials around youth work

## Person Specification

<b>Experience</b>	
Professionally JNC qualified Youth Worker	<b>Essential</b>
Experience of working in a face-to-face environment with young people experiencing difficulties and hardship and of forming non-judgmental and constructive relationships with peers and young people.	<b>Essential</b>
Understanding of factors that affect young people within the current social and economic climate and knowledge of effective theories of change	<b>Essential</b>
Experience in leading on a piece of work in the youth sector	<b>Essential</b>
Experience in the supervision of volunteers	<b>Desirable</b>
Experience of developing a youth project from scratch	<b>Essential</b>
Experience of delivering training	<b>Desirable</b>
Demonstrable experience of using own initiative	<b>Essential</b>
Have an interest in young people's wellbeing and personal development	<b>Essential</b>
Demonstrable experience of working proactively and unsupervised	<b>Essential</b>
<b>Skills and Abilities</b>	
Be willing to take necessary training for the post	<b>Essential</b>
Commitment to empowering young people and to encouraging them to engage with decision-making processes	<b>Essential</b>
Understanding of equal opportunities and ability to deliver work infused with anti-discriminatory practice	<b>Essential</b>
Have excellent verbal communication skills	<b>Essential</b>
Have good written communication skills	<b>Desirable</b>
Ability to work constructively as a member of a team	<b>Essential</b>
Proficient in Microsoft Office packages	<b>Desirable</b>
Ability to liaise effectively with other agencies, neighbours and parents	<b>Essential</b>
Understands the need for monitoring and evaluation	<b>Desirable</b>
Ability to work systematically in the delivery of work to a clear plan	<b>Essential</b>
Ability to be self-aware and learn from experience by reflective practices	<b>Essential</b>
Able to support development approaches opportunities and funding	<b>Desirable</b>