

## JOB DESCRIPTION



### Youth Worker

#### Permanent

<b>Location:</b>	<b>Monarch Court and any City YMCA Youth Projects venue</b>
<b>Reporting to:</b>	<b>Housing &amp; Youth Manager</b>
<b>Hours:</b>	<b>4 hours per week</b> (with the possibility of increasing) days and times to be agreed.
<b>Annual leave:</b>	28 days per annum pro rata <b>22 hours</b> (inclusive of public holidays)
<b>Salary Grade:</b>	<b>C.1, £20,244 per annum pro-rata for 4 hours per week, £2,314</b>
<b>Other Benefits:</b>	Contributory pension scheme and free confidential telephone counselling service
<b>Job Purpose:</b>	Development and delivery of a variety of projects within Young People's Services. Engage young people aged 11-25 in positive activities and personal and social development opportunities. To play a lead role in the development of projects in order that it continues to be interesting, relevant and responsive to the needs of young people and local communities.

### ORGANISATIONAL CONTEXT

City YMCA London is a multi-site operation, operating a hostel and a range of projects for young people each year across four London boroughs.

The City YMCA Youth Projects department operates out from The Drum, a four storey converted pub, located in South Islington and Monarch Court hostel. Within The Drum, there is training/project space, computer suite and a counselling service for Young People. At Monarch Court hostel there is a training room and a large communal area with a computer suite.

### DUTIES AND RESPONSIBILITIES

#### 1. ACCOUNTABILITIES:

- 1.1 Acquire local knowledge sufficient to understand the needs of young people in the community/hostel.
- 1.2 Regularly make contact with young people as appropriate, determining new areas of need for future programmes/lifeskill workshops. This may include work on the streets, in parks and similar places young people regard as their own or centre-based projects.

- 1.3 Deliver specific programmed/lifeskill workshops activities developing relationships with young people, providing challenging developmental activities.
- 1.4 Initiate, develop and lead on projects within the Youth Projects and Housing department.
- 1.5 Liaise with other agencies working with young people and represent City YMCA at relevant meetings.
- 1.6 Provide advice, support and information to local young people and refer to keyworker and/or other agencies as appropriate.
- 1.7 Monitor and evaluate the work providing reports, session recordings on AMIS and statistical information as required.
- 1.8 Contribute constructively to the Youth Projects Team, attending regular meetings.
- 1.9 Contribute constructively as a member of the City YMCA London staff team and support the wider YMCA movement.
- 1.10 Carry out other agreed duties at the discretion of the Housing & Youth Manager.
- 1.11

## **2. DIMENSIONS**

- 2.1 In addition to project development and monitoring, regular face to face youth work will take place on mornings, afternoons and evenings .
- 2.2 Formal supervision with line management is provided at least once a month.
- 2.3 You will be required to write reports as required and provide recordings.
- 2.4.1 Ensure you have a thorough knowledge of City YMCA's policies and procedures.

## **3. SCOPE AND LIMITS OF AUTHORITY**

**Finance** – Share in responsibility for projects petty cash.

**Material Assets** – In absence of Youth Project Coordinator, delegated responsibility for the building in which their project is based, including security of the premises, reporting all building, properties and facilities issues as well as equipment, consumables and other material on site.

**Information** - Responsible for the quality and accuracy of their own contribution to AMIS (City YMCA Youth Projects Management Information System); in absence of Youth Projects Coordinator are responsible for the security of all personal information of young people stored electronically and physically on site.

This job description sets out both the task requirements and the performance indicators.

It is recognised that the Association is involved in a dynamic environment and as such, job descriptions will require periodical reviews and amendments to reflect the changed nature of the job. Such reviews will be carried out in consultation with the staff concerned and one month's written notice given of any change to the job description.

## Person Specification

<b>Knowledge and Qualifications</b>	
Relevant Youth Work qualification (Level 2 minimum - or equivalent)	<b>Essential</b>
<b>Experience</b>	
At least 2 years previous experience of working with young people in a youth work setting (or equivalent)	<b>Essential</b>
Experience of delivering effective personal and social development working through group processes	<b>Essential</b>
Experience of delivering workshops to young people.	<b>Essential</b>
Demonstrable experience of using own initiative	<b>Essential</b>
Experience of working with challenging and disengaged young people	<b>Essential</b>
Experience of working to tight deadlines and towards agreed targets	<b>Essential</b>
Demonstrable experience of working proactively and unsupervised	<b>Essential</b>
<b>Skills and Abilities</b>	
Experience of forming non-judgmental and constructive relationships with young people	<b>Essential</b>
Good active listening skills	<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>
Ability to work constructively as a member of a team	<b>Essential</b>
Ability to liaise effectively with other agencies, local people and parents	<b>Essential</b>
Proficient in Microsoft Office packages	<b>Essential</b>
Understands the need for monitoring and evaluation, including for funding purposes	<b>Essential</b>
Ability to create innovative and engaging activities that nurture young people's personal development	<b>Essential</b>
Good communication skills: ability to write clearly and concisely and excellent verbal communication skills	<b>Essential</b>