

Job Description

Job Title:	Detached Youth Worker
Location:	Caister, Norfolk
Responsible to:	Youth and Community Manager
Responsible for:	Front line delivery of detached youth work project
Job purpose:	To deliver a youth work project.
Context:	This is a detached work youth project in Caister. This will be Friday Evenings every week from 6.45pm – 10.15pm.
Qualification:	Qualified to a minimum of Level 2 in youth work or equivalent.

MAIN RESPONSIBILITIES:

Service Delivery

1. To deliver one evening per week of youth work in Caister.
2. To support young people who are taking part in the programme, ensuring their views are respected and listened to
3. Meeting regularly with young people;
4. To encourage and empower young people to move from the status of recipients towards that of contributors.
5. To ensure that young people are treated with respect and dignity, and are empowered to make informed decisions about their own lives.
6. To develop the use of and support of volunteers in the Programme. In particular, ensuring that successful young people, who are involved the programme, have the opportunity to become Peer Mentors.
7. Working alongside partner agencies

Development

1. To champion youth participation and support involvement processes within YMCA Norfolk and the programme.
2. To ensure that the service provided by YMCA Norfolk is developed by a commitment to continuous improvement and quality assurance.

Performance

1. To ensure that the performance and contractual requirements of YMCA Norfolk and its funders are met and that young people receive a high quality person-centred service that is in line with YMCA Norfolk's values.
2. To work to YMCA Norfolk's Outcomes Monitoring Framework, to evaluate the success for young people and use this to improve service delivery and innovate.
3. To be alert to and manage risk effectively in all locations.
4. To ensure all reporting is completed on time and is of the required detail and quality.

Involvement

1. To actively encourage a culture of involvement and inclusion of young people in the work.

Equality and Diversity

2. To act in accordance with all equality and diversity policy and procedures, to ensure that the Association is compliant with legal and regulatory requirements.

Internal Communications

3. To ensure effective liaison with the Life Ready Team and other YMCA Norfolk staff and volunteers regarding relevant issues and information.
4. To input into cross-locality and cross-organisational working groups if requested, to support wider organisational objectives.

Christian Ethos

5. To work in line with the Christian values of the organisation within the service area.
6. To ensure all policies, procedures and working practices within the service area support the Christian ethos and values of the Association.
7. To carry out any other tasks that may be required from time to time in accordance with the post holder's capabilities and the changing working environment.

ENVIRONMENT

1. YMCA Norfolk operates on a 24 hour, 365 days per year basis.

In extreme circumstances, the post holder may need to be contacted in the event of an emergency related to their Service Area.

2. Unsocial hours

This post **will** require you to meet with youth groups in the evenings, especially a Friday attend. There may also be evening meetings and work on some weekends.

3. Risk

The post holder works detached so the potential risk is assessed as being medium. Youth workers will be in pairs at all times and Out of Hours support will be applied.

TERMS AND CONDITIONS

Pay: £9.94 per hour

Hours: 3.5 hours per week (6.45pm – 10.15pm every Friday)

Contract: Fixed Term until 19th August 2016

Annual Leave: 33 days inclusive of Public and Bank Holidays (pro rata)

Pension Entitlement: Access to contributory stakeholder pension scheme after 3 months

Miscellaneous: Life assurance of 2 x annual salary

Period of Notice Offered and Required: 1 month

Conditions of Appointment: Satisfactory medical examination, satisfactory references and clear enhanced DBS check.

In Service Training: Time allowed for in-service training, subject to budgetary provision.

PERSON SPECIFICATION

Job Title: Detached Youth Worker

Responsible to: Youth and Community Manager

Requirement	Essential	Desirable	Application Form	Selection Test	Interview
Knowledge					
K2 Demonstrable understanding and up to date knowledge of Youth work policy and practice.		✓	✓		✓
K3 Understanding of effective participation methodology.	✓		✓		
Skills					
S1 Engagement skills with young people and adults from a variety of backgrounds.	✓		✓		
S2 Excellent interpersonal skills, sufficient to communicate effectively with a wide range of staff, young people and external contacts	✓		✓		✓
S3 Excellent written and verbal communication skills	✓		✓		✓
S4 Time and project management skills.	✓		✓		✓
Aptitude					
A1 Competent user of MS Outlook, Word, Powerpoint and Excel.	✓		✓		✓
A2 Able to develop strong positive working relationships with colleagues.	✓				✓
Experience					
E1 Experience of working in a partnership setting.	✓		✓		✓
E2 Experience of youth participation and involvement.	✓		✓		✓
E3 Experience of acting in an advisory capacity, confidently making recommendations to external partners.					

Requirement	Essential	Desirable	Application Form	Selection Test	Interview
E4 Experience of running small group sessions /activities with young people	✓		✓		✓
Education					
Q1 JNC qualification in youth work (professional youth worker see www.nya.org.uk for more details) or equivalent		✓	✓		
Q2 "O" level / GCSE or Equivalent in Maths and English.	✓		✓		
Q3 Evidence of recent relevant training.	✓		✓		
Christian Ethos					
V1. In sympathy with the Christian Identity of the YMCA.	✓		✓		✓
Personal Qualities					
P1 Able to present self and work effectively.	✓		✓		✓
P2 High levels of honesty, integrity and discretion.	✓		✓		✓
P3 Able to work with and support young people from all backgrounds.	✓		✓		✓
Circumstances					
C1 Able and willing to work unsocial hours.	✓		✓		✓
C2 Hold a full driving licence and have own transport.		✓	✓		✓
Health					
H1 Able to meet the requirements of the post with or without reasonable adjustment.	✓		✓		✓
Equality and Diversity					
O1 An understanding of equality, diversity and inclusion.	✓		✓		✓