

## **Job Description**

### **Youth Action Wiltshire Assistant Youth Worker**

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<b>Job Title:</b>	Youth Action Wiltshire Assistant Youth Worker
<b>Salary :</b>	Initially offered on a 12-month contract at living wage with varied role specific training provided.
<b>Hours:</b>	36.5 hrs per week, including evening and weekend work
<b>Location:</b>	Devizes office, with county wide delivery
<b>Supervisor:</b>	Youth Action Wiltshire's Youth Programmes Coordinator

### **Job Purpose**

To assist in the delivery of varied personal and social development activities for young people accessing Youth Action Wiltshire (YAW) services including; Splash school holiday programme, Inspire Not in Education, Employment or Training (NEET) Prevention Project, Wiltshire Young Carers Service, our Youth Volunteering, and Youth Clubs Support Projects, which increase beneficiaries health, confidence, skills, attainment and aspirations.

### **Main Responsibilities**

1. Deliver a range of structured personal and social development activities which engage and motivate young people.
2. Support the delivery of accredited youth programmes including a range of short course awards, Functional Skills and BTEC qualifications.
3. Manage groups of young people and be responsible for their care while participating in the YAW "service offer" including weekday, weekend, evening and residential development activities.
4. Foster a young person centred approach at all times, ensuring there is no discrimination or bullying.
5. Provide information, advice, support and access to other services and agencies when appropriate to young people, families and referral agencies.
6. Provide assistance in office administrative and service support tasks across YAW activity, including marketing, inputting information into

- databases and answering calls and enquiries.
7. Support the risk assessment of activities using the appropriate forms and processes and ensure the safety of young people whilst on activities.
  8. Organise transport for young people to and from activities when required.
  9. Support the development of strong partner relationships to generate new referrals, funding and activity.
  10. Provide statistical information and input into reports and the evaluation of services as appropriate.
  11. Adhere to all organisational policies including Safeguarding, health & safety, lone working and data protection.

### **General Duties**

The post-holder will contribute to achieving the overall mission of Community First.

- Budget holders assume financial responsibility for own operational budget. Non-budget holders ensure expenditure is necessary and within budget constraints.
- Participate in the team working approach of Community First
- Take responsibility for her / his own development, inform the line manager of any development needs and take part in prescribed development activities.
- Work within the agreed policies and procedures of Community First.
- Carry out such other general duties as shall be determined by the Chief Executive. Support other members of staff as required by the workload and by absences due to leave, sickness etc.
- Ensure that office security is maintained and confidences are not breached.
- Promote an alert approach to Health and Safety at Work matters.

Community First is committed to Equal Opportunities and the post holder is expected to be familiar with our Equal Opportunities and Dignity At Work Policies and to complete his or her duties in a manner consistent with these.

This job description does not form part of the contract of employment but indicates how the contract should be performed. The job description will be subject to review and amendment in the light of experience and in consultation with the post holder as part of the annual appraisal process. The responsibilities attached to the post may vary from time to time without changing the general character of the duties or the level of responsibility entailed. Such variations are a common occurrence and would not in themselves justify the re-evaluation of a post. In cases, however, where a permanent and substantial change in the

duties of the post occurs, consistent with a higher level of responsibility, then the post would be eligible for re-evaluation.

### Person Specification for Youth Action Wiltshire Assistant Youth Worker

	<b>Essential</b>	<b>Desirable</b>	
<b>Skills, Knowledge &amp; Experience</b> (Creativity, problem solving skills & interpersonal skills)	A passion for supporting young people to achieve their full potential.	A successful track record of organising and delivering youth activity	
	Ability to deliver varied high quality personal and social development activities for young people	A qualification in youth work	
	Able to relate to, supervise, motivate and inspire individual and groups of young people	Experience of leading or supporting the delivery of accredited youth programmes	
	Understanding of risk assessment and commitment to a pro-active approach to health and safety.		
	Able to work effectively within a wide range of local partnerships.	Understanding of local and national youth policy	
	Understanding of the issues relating to vulnerable young people and strong commitment to equal opportunities.		
	Understanding of review and evaluation techniques	Experience of data collection and analysis	
	Ability to work flexible hours, meet deadlines and manage own workload		
	<b>Personal attributes</b> (Initiative, building, relationships, team working, equipment, data etc.,)	Ability to travel independently around the county	
		Commitment to continuous professional development	
Good written and verbal communication skills.		Experience of public presentations.	
Strong interpersonal skills, able to relate to young people, decision makers and funders			
Ability to use own initiative and demonstrate perseverance.			
Well organised, confident and self-motivated.			
Ability to work independently and as part of a team			

	Resilience to deal with emotional and behavioural difficulties presented by families and young people.	Knowledge and experience of dealing effectively with safeguarding and health & safety issues.
<b>Resource Management (Assets, finances etc.,)</b>	Strong commitment to using resources effectively to best support young people.	
	Ability to understand and adhere to project budgets.	