

Job Description

Youth Action Wiltshire Youth Support Worker – Holt Youth Club

Job Title:	Youth Action Wiltshire Youth Support Worker-Holt Youth Club
Salary Grade:	£8.50 unqualified £9.50 qualified Level 2 in youth work or equivalent
Hours: Initially	3 hours per week 52 weeks of the year
Location:	Holt Youth Club
Supervisor:	Youth Action Wiltshire Programmes Coordinator

Job Purpose

Support the personal development of young people in Wiltshire through the provision of positive activities. Engage with, support and deliver the objectives of Holt Youth Club.

Main Responsibilities

Purpose

- 1) Organise and manage a range of weekly youth activities in specified localities to engage and inspire young people.
- 2) Support the volunteers who are helping to run the youth group (on a rota basis) and enable them to fully engage in delivery.
- 3) Offer and signpost young people to relevant development and accredited learning provision, including weekend, evening and residential activities.
- 4) Manage groups of young people and be responsible for their care while participating in the Holt Youth Club and YAW offer.
- 5) Provide information, advice, support and access to other services and agencies when appropriate to young people, families and referral agencies.
- 6) Foster a young person centred approach at all times, ensuring there is no discrimination or bullying.
- 7) Work closely with the clubs management committee and network of volunteers to plan, facilitate and evaluate sessions.
- 8) As part of the wider YAW team support the range of YAW programmes as and when required.
- 9) Work one to one and provide practical support for young people when needed to ensure progression and personal development.
- 10) Organise transport to activities and training sessions for young people as and when needed.

- 11) Where appropriate work with parents and carers to encourage their involvement in the support of young people.
- 12) Maintain records as specified and submit reports and information covering delivery as required.
- 13) As required provide evidence of impact including case studies and digital media such as photographs and videos.
- 14) Ensure that all activities are risk assessed using the appropriate systems and ensure the safety of young people whilst on activities.
- 15) Adhere to all organisational policies including health and safety, dignity at work, lone working, Safeguarding and data protection.

Criminal Records Bureau Disclosure

The nature of the work requires that the post-holder has undergone checks by the Criminal Records Bureau and has the enhanced level of Disclosure and provides Community First with two written references.

General Duties

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

- Budget holders assume financial responsibility for own operational budget.
- 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 and abide by the organisations Child Protection and Protection Of Vulnerable Adults Policy at all time

Community First is committed to Equal Opportunities and the post holder is expected to be familiar with the Equal Opportunities Policy and to complete his or her duties in a manner consistent with this policy.

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 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.