

Job Description

Job Title	:	Sessional Support Youth Workers
Salary	:	£8.21 per hour (you must be 18+ to apply)
Location	:	Alchemy Youth Clubs in Crosby & Southport
Responsible to	:	Youth lead

Main Purpose of Role:

To encourage, inspire and support the personal development of young people through the delivery of programmes of activities, working with young people to facilitate their personal, social and educational development to help them be aware of their rights and responsibilities within the wider community, and enable them to take greater control of their lives. To work as an ambassador for Parenting 2000 & to be fully responsible for safeguarding throughout your role.

Key Accountabilities:

1. To work directly with young people aged 9 years+
2. To assist in the planning, delivery and facilitation of youth work activities at our youth club sessions
3. To act as a role model for young people and other staff members, encouraging positive behaviour and challenging unfairness and prejudice
4. To remain approachable & establish contact and build relationships with young people and guide them through specific projects
5. To ensure that the views of young people, the issues that are important to them and their active involvement in the community is positively encouraged
6. To maintain records, outcomes and monitor progress
7. To perform necessary admin duties
8. To actively promote and market Alchemy Youth Club and Parenting 2000 services to young people, communities and agencies having a presence at community events & help support its social media presence.
9. To be an active member of Parenting 2000's staff team, attending and contributing as required to team meetings, initiatives, events and training.

Other Duties:

To undertake such other duties, attending supervision, training and/or hours of work as may be reasonably required and which are consistent with the general level of responsibility of this post.

To undertake health & safety duties commensurate with the post and/or as detailed in the Centre's Health & Safety Policy.

To adhere to the Centre's policies for Confidentiality, Safeguarding & Child Protection, IT & social media, Equal Opportunities and Equality & Diversity, Data Protection

To work in accordance with safeguarding standards that are agreed, understood, implemented and monitored throughout the Centre's activities and services.

Confidentiality

To maintain confidentiality of all information and records relating to the work of the project and Parenting 2000

General

To participate in staff development, to use all learning opportunities to improve personal skills

Hours of work

Alchemy Youth Club sessions are Monday 4pm – 6pm and 6pm – 9pm Thursday 6pm -9pm in Crosby and Tuesdays and Wednesdays in Southport 5:30 – 8:30pm. The post is based on a sessional zero hour contract.

May include evening and weekend to include some school holidays.

Disclosure & Barring Service

The post holder will require an Enhanced DBS Certificate

Management arrangements

The post holder will be line managed by senior management at Parenting 2000

Annual leave & public holidays

28 days pro rata plus normal Bank and Public holidays

Travel & other expenses

Reasonable expenses in the course of your duties can be reimbursed.

Special terms & conditions

The contract for this post is subject to the satisfactory completion of an initial 1-month probationary period. The appointment may be terminated before the end of this period in writing by either side.

Information on Statutory sick Pay/Pensions/Income Protection, etc, is included in the Parenting 2000 contract of employment.

Other: *This job description is a representative document. Other reasonably similar duties may be allocated from time to time commensurate with the general character of the post and its grading.*

All staff has a duty to take care of their own health & safety and that of others who may be affected by your actions at work. Staff must co-operate with employers and co-workers to help everyone meet their legal requirements.

Parenting 2000 has an approved equality policy in employment and copies are freely available to all employees. The post holder will be expected to comply, observe and promote the equality policies of the organisation. Where the post holder is disabled, every reasonable effort will be made to support all necessary aids, adaptations or equipment to allow them to carry out all the duties of the job

Personal Specification

Education/Experience

- Previous experiences of working with children and young people on either a 1 to 1 or group basis.
- Have any relevant Qualifications such as; Youth work, Health & Social care, Child Care, or Support Work.
- Current or have a willingness to undertake first aid qualification

Skills/Abilities

- To have a genuine interest in pursuing a career in working with young people
- Excellent communication skills and an ability to relate to young people in a variety of ways positively
- Ability to understand, respect and value young people's views
- An ability to help plan and implement exciting and imaginative programme of youth work activities
- IT Competent, particularly with Microsoft programmes
- Social Media competent
- Any other skills, interests, expertise and qualifications that may be used in a youth work setting (music, art, crafts, sports, outdoor activities, health awareness etc.)

General Competencies

- A commitment to follow safeguarding policies and procedures as appropriate
- A willingness to undertake any appropriate enhanced DBS checks
- A willingness to undertake personal and professional development in order to meet the changing needs of working with young people
- A flexible approach to working with regard to time and place if necessary
- Flexibility in terms of time and place to support delivery during school holiday
- To work flexibly to support the overall operation of Parenting 2000

Special Requirements

- Often after 5pm delivery time which may include some Friday evenings, Weekend working.
- You must be 18 + to apply for this role.