

Job Description

Job Title: Sessional Youth Worker & Youth Mentor

Salary: £12.71 per hour

Hours: Zero Hours Contract – hours allocated on a sessional basis

Location: Alchemy Youth Clubs in Crosby and Southport, with some community and outreach-based work

Responsible to: Youth Leader

Main Purpose of the Role

To encourage, inspire and support the personal, social and educational development of young people through the delivery of high-quality youth work and youth mentoring support. The post holder will engage young people in positive activities, provide one-to-one and group-based mentoring, and support young people to understand their rights and responsibilities within the wider community. The role will also include youth outreach work from time to time, engaging young people in community settings and supporting access to services and opportunities. The post holder will act as an ambassador for Parenting 2000 and will be fully responsible for safeguarding throughout their role.

Key Duties and Responsibilities

- Work directly with young people aged 8–18 years.
- Plan, deliver and facilitate a varied programme of youth work activities including cookery, sports, arts, music, drama, dance, debates and support sessions.
- Provide youth mentoring support, including one-to-one and small group work, helping young people to build confidence, resilience and positive life skills.
- Act as a positive role model, promoting positive behaviour and challenging discrimination, prejudice and unfairness.
- Build trusted, respectful relationships with young people and support them through projects, challenges and personal development goals.
- Encourage young people's voice, participation and involvement within their communities.
- Maintain accurate records, outcomes and monitoring information relating to youth work and mentoring.
- Complete necessary administrative duties related to the role.
- Promote and market Alchemy Youth Clubs and Parenting 2000 services, including community events and social media activity where appropriate.
- Undertake youth outreach work from time to time, engaging young people outside of the youth club setting and encouraging engagement in services.

- Contribute positively to the Parenting 2000 staff team, attending meetings, supervision, training and events as required.

Other Duties

- Comply with all safeguarding, child protection, confidentiality, equality and data protection policies and procedures.
- Carry out health and safety responsibilities in line with organisational policy.
- Maintain confidentiality of information relating to young people and Parenting 2000.
- Engage in ongoing personal and professional development.

Hours of Work

Alchemy Youth Club sessions currently operate on Mondays and Thursdays in Crosby, and Tuesdays and Wednesdays in Southport. The role is sessional and may include evening, weekend and school holiday working, including occasional outreach sessions.

Disclosure & Barring Service

The post holder will be required to undertake an Enhanced DBS check.

Hours of Work

Alchemy Youth Club sessions are delivered on Mondays and Thursdays in Crosby, and Tuesdays and Wednesdays in Southport.

The post is sessional and operates on a zero-hours basis, enabling flexible and needs-led delivery.

Youth sessions are typically three hours in duration during term time. During school holiday periods, sessions may extend to four hours, depending on programme delivery and service need.

Working hours may include evenings, weekends and school holiday periods, with youth outreach work undertaken from time to time to support engagement with young people across the community.

Disclosure & Barring Service (DBS)

The post holder will be required to undertake an Enhanced Disclosure and Barring Service (DBS) check. Appointment to the role is subject to a satisfactory DBS outcome and ongoing suitability to work with children and young people.

Annual Leave & Public Holidays

Annual leave entitlement is 28 days pro rata, inclusive of normal Bank and Public holidays, in line with Parenting 2000's terms and conditions of employment.

Travel & Other Expenses

Reasonable travel and other work-related expenses incurred in the course of duties may be reimbursed, in accordance with Parenting 2000's expenses policy.

Special Terms & Conditions

The contract for this post is subject to the satisfactory completion of an initial three-month probationary period. During the probationary period, the appointment may be terminated by either party in writing, in accordance with Parenting 2000's procedures.

Statutory Sick Pay, Pensions & Other Benefits

Information relating to Statutory Sick Pay, pensions, income protection and other statutory benefits is detailed within Parenting 2000's contract of employment and associated policies.

Additional Information

This job description is intended to be a representative outline of the role. Other reasonably similar duties may be required from time to time, consistent with the general responsibilities and grading of the post.

Health & Safety

All staff have a duty to take reasonable care of their own health and safety, and that of others who may be affected by their actions. Staff are required to cooperate with Parenting 2000 to ensure legal health and safety requirements are met.

Equality & Diversity

Parenting 2000 is committed to equality, diversity and inclusion in employment and service delivery. The post holder is expected to comply with and actively promote the organisation's Equality and Diversity policies. Where a post holder has a disability, every reasonable effort will be made to provide appropriate support, adjustments or equipment to enable them to fulfil the duties of the role.

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Personal Specification

Education / Experience

- Hold, or be willing to undertake with training funded by Parenting 2000 to gain:
 - A Child Safeguarding qualification.
 - First Aid qualification & Mental First Aid Certificate
 - A Food Hygiene certificate
 - The Prevent Duty, training attendance certificate
- **Skills / Abilities**
 - A genuine interest in working with children and young people.
 - Excellent communication skills, with the ability to build positive relationships with young people in a variety of settings.
 - Ability to listen to, respect and value young people's views and experiences.
 - Ability to plan and support the delivery of engaging, creative and inclusive youth work programmes.
 - IT competence, particularly in the use of Microsoft applications.
 - Ability to accurately record information and maintain confidential records.
 - Confidence in using social media appropriately and professionally.
 - Additional skills, interests or qualifications that can enhance youth work delivery (e.g. music, arts and crafts, sports, outdoor activities, health or wellbeing awareness).

General Competencies

- A strong commitment to safeguarding and the ability to follow relevant policies and procedures.
- Willingness to undertake ongoing personal and professional development to meet the changing needs of young people.
- A reliable, flexible and professional approach to work, including flexibility around time and location when required.
- Ability to work flexibly to support service delivery during school holidays.
- Commitment to working collaboratively to support the wider aims and operations of Parenting 2000.