



\*\*\*Please email your CV with a covering letter detailing why your skills would be appropriate for the post, in line with the Job Description to: [info@didcottrain.org.uk](mailto:info@didcottrain.org.uk)

**Deadline Monday 29<sup>th</sup> May 2023**

### **Job Description for Full- Time Youth Worker - 37.5 hours per week**

Didcot TRAIN - Inspiring Young People is a CIO, registered charity no.1176258 and works *with* and *for* all young people in Didcot, especially those who, for whatever reason, are having a tough time. Our vision is for all the young people of Didcot and the immediate surrounding area to achieve social and personal stability.

TRAIN are recruiting a Senior Youth Worker to lead and support operations services within our progressive and youth centred organisation.

#### **Overall Aim of Position**

TRAIN works with Young People who are vulnerable, at risk or having a difficult time within Didcot. This post will reach out and offer support and positive activities to the town's Young People. This support helps them resolve problems, promotes mental & physical health and provides opportunities for personal development. Wherever appropriate, we will link them with other services to help deal with issues and access further opportunities.

This post will deliver, develop, and maintain the positive work of TRAIN on behalf of our Young People. The post-holder will be required to be young person centred, use their initiative, be proactive, self-motivated, digitally competent and be a team player.

The post holder will join an exciting and innovative operational team, delivering a high quality of youth work opportunities.

#### **Key Responsibilities:**

- Support and lead team in the absence of youth work delivery manager. Including acting as designated safeguarding lead for organisation on these occasions.
- Act as role model and support youth work team, including undertaking monthly supervisions with youth work support apprentice.
- Attend senior leadership meetings.
- Leading some monthly team meetings
- Seek training and development opportunities for team and self.
- Volunteer Management- this includes the recruiting and onboarding of new volunteers. Supporting the development of existing volunteers. Providing monthly meetings and supervisions of volunteer team.
- To lead the development and delivery of core evening sessions such as Dinner and Debate and youth club. This will require planning and promoting these sessions with young people and wider community.

- To help develop the life skills, confidence, and wellbeing of young people and to organise and participate in one or more annual residential events (including residential trips held outside of the UK). This will require involving and empowering the young people to actively participate in planning and running residential and pre residential bonding and preparational events, to help them develop organisational skills, taking responsibility and as a way of increasing self-esteem.
- To take lead and responsibility of new and existing packages of activities and/or projects as agreed with the Youth Work Delivery Manager and/or Trustee Group.
- Lead the creation of non-school term time activity and workshop timetables. This will require leading, planning and supporting youth workers and volunteers in implementing these timetables. Ensuring high numbers of youth engagement and quality of new experiences for young people.
- Complete statistical performance data and administration in an accurate and timely manner in order to demonstrate outcomes achieved against key performance indicators. This includes supporting the completion of case studies and activity reports provided to our supporters.
- Undertake Detached & Outreach work- work with youth work team and local police/ town centre security teams. To identify trends, issues and areas to best engage with young people in a positive way.
- Support and manage referrals to TRAIN for provisions from educational providers, partner agencies and services. To ensure those relationships and services are maintained with excellent and efficient communication.
- To support 1:1 mentoring provision when required. This is designed to facilitate the development of young people's understanding of managing their emotions, self-esteem, wellbeing, decision making, problem solving, healthy friendships and relationships, and improving their relationship with their educational provider.
- Support and promote youth participation pathway with young people and professionals. Including the Base Council and social action opportunities.
- To build relationships with young people and maintain their trust. To help identify their needs, developing strategies to meet them. As well as advocate for young people where appropriate.
- Demonstrate a passion and enthusiasm for Young People, the charity, and its vision.
- Engage and work with disadvantaged young people to reduce their likelihood of engaging in illegal and risky behaviour and to offer alternative positive opportunities.
- To create and develop opportunities where vulnerable young people can thrive and grow.
- To provide pastoral help and support, to enable the development of self-worth, social skills and citizenship.
- Act as a role model to all young people that interactions take place with.
- To motivate and empower young people to become positively involved in their community and in the delivery of social action projects.
- To demonstrate dynamic virtual youth work competence to ensure that youth work is available to young people both face to face and digitally.

### **Safeguarding**

- Act as Designated Safeguarding Lead in Youth Work Delivery Managers absence
- To comply with Child Protection Policy, Health and Safety policy and any other policies of Didcot TRAIN.
- Maintain and build relationships with other agencies to share sensitive information when necessary. As well as contribute too and attend multi agency meetings.
- To keep appropriate records of contacts and work with young people, using relevant recording systems and supporting the completion of funding and/or impact reports.

### **Partnership Work**

- To contribute to the development of strong relationships with all local secondary and primary schools to aid the growth and expansion of the take-up of Didcot TRAIN provisions. Including the development of stronger relationships with the local police and town centre security teams.
- To refer/signpost young people to other agencies as and when necessary, including but not limited to health care agencies, Job Centre Plus and counselling services.
- To assist in keeping TRAIN sponsors informed of the core work and to encourage their continued support. This includes, but is not limited to National funders, local businesses, the local churches, local authorities, the Town Council, District Council and the Community Safety Partnership.
- To contribute to the wider work of TRAIN, including forward thinking, fund-raising and marketing as required.

### **Teamwork**

- To work closely with TRAIN staff and volunteers to enable efficient and effective working practices, thereby ensuring as many young people as possible can access TRAIN and benefit from the youth work activities and services it provides.
- To support and empower Young Leaders to assist in the delivery of the youth work programme. And support the integration of Base Councils plans into Didcot TRAIN delivery.
- Work with Youth Workers from other organisation's that we are collaborating with.

### **Accountabilities**

The Trustee Group provide further organisational and strategic oversight and the post holder may occasionally be required to work with the Trustee group to coordinate or enact charitable activities. The post-holder and their line manager will meet frequently to review and manage workload and plan activities. The post holder will agree performance objectives and a personal development plan with the Youth Work Delivery Manager which will be reviewed regularly as well as have an annual appraisal.

### **Person specification: skills and experience**

#### **Essential:**

- Satisfactory Disclosure and Barring Service (DBS) Enhanced with list checks (completed prior to beginning in post)
- Qualified to JNC in Youth and Community work
- To be self-motivated and driven.
- To be an effective member of a youth work team.
- To have the ability and confidence of lone working with young people where appropriate.
- Ability to work with a range of volunteers including detached youth workers on the streets, volunteer Youth Mentors and support work volunteers within the office or external locations.
- Able to establish and maintain professional boundaries between themselves and the young people they work with.
- Willing to do regular evenings and some weekend work when required.
- Experience of working with young people in a youth work setting.
- Willingness to take on further training to develop themselves and grow professional competence and policies relating to work with children and young people.
- Computing skills for written communication, records management, and reporting.
- Able to plan and deliver both face to face and digital sessions with the Young People.
- Able to positively manage conflict & behaviour management.

- Able to create, plan and deliver projects.
- Experience either working as a volunteer or supporting volunteers.
- Able to listen and empathise with young people and families
- Ability to assess risks
- Ability to respond and communicate the changing needs to young people
- Understand the principles and concept of equal opportunities and how to put these into practice.
- Full Driving Licence, and own vehicle which can be used for work purposes

**Desirable:**

- Experience of working with schools or in an education setting
- Experience of undertaking Youth work on the streets
- Experience of leading others
- Knowledge of general Health and Safety requirements, including the completion of risk assessments
- First Aid and safeguarding trained
- Background and qualifications leading sporting activities
- To be a good communicator in a variety of contexts which include, but are not limited to, public speaking, written correspondence and within meetings to a variety of audiences from the sponsors, the Management Team, partner agencies, the youth work team and the young people themselves.
- Experience in safeguarding processes and policies.
- Knowledge of post16 provisions available for vulnerable young people.

**Notes to applicants:** This Job Description is not intended to discriminate by age, race, or religion. The description is not exhaustive and will be frequently reviewed with the post holder to ensure that it continues to reflect the requirements of the role.

**Salary:** NJC Scale Point 19

**Deadline for receipt of applications: Monday 29<sup>th</sup> May- 12.00pm.** Please email your CV with a covering letter detailing why your skills would be appropriate for the post, in line with the Job Description.

Yours Sincerely,



Alex McSweeney

Youth Work Delivery Manager