



\*\*\*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 12.00pm 7<sup>th</sup> June 2021**

### **Job Description for Part Time Youth Worker - 20 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 to a Youth Worker Post to lead on the development and embedding of our youth participation programme (20 hours per week).

### **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. They will be line managed by the Youth Work Delivery Manager working within a small but dedicated team of professionals and volunteers.

### **Key Responsibilities:**

- Demonstrate a passion and enthusiasm for Young People, the charity and its vision.
- Undertake Detached & Outreach work
- To lead on the development and delivery of youth participation roles and activities.
- To Lead a "Young Men's group
- Act as a role model to all young people that interactions take place with, particularly with hard-to-reach young men groups.
- Lead on initiatives to engage young men in Didcot and surrounding areas using innovative methods.
- To motivate and empower young people to become positively involved in their community and in the delivery of social action projects.
- Establish youth participation within group mentoring, mental health and life skill activities.
- Establishing and maintain a successful youth involvement forum - as part of the participation pathway including Young Leaders and Young Volunteer roles – providing a forum for the young people of Didcot to come together and access peer support networks, benefiting from

positive peer role models and helping individuals to sustain positive engagement in training and employment.

- To build relationships with young people and maintain their trust. To help identify their needs, developing strategies to meet them.
- To take responsibility for packages of activities and/or projects as agreed with the Youth Work Delivery Manager and/or Trustee Group.
- Work within the team to provide weekly TRAIN Youth Club provision
- To demonstrate dynamic virtual youth work competence to ensure that youth work is available to young people both face to face and digitally.
- To help develop the life skills, confidence, and wellbeing of young people and to help organise and participate in one or more annual residential events (including residential trips held outside of the UK.)
- To involve and empower the young people to actively participate in planning and running residential and social action events, to help them develop organisational skills, taking responsibility and as a way of increasing self-esteem.
- Support young people to gain certificates through their volunteering with TRAIN, access NCS and/or ILM Level 2 Leadership and Skills Training
- 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.

### **Safeguarding**

- To comply with Child Protection Policy, Health and Safety policy and any other policies of TRAIN.
- Maintain and build relationships with other agencies to share sensitive information when necessary. On occasion may participate in TAF, CIN, CP, MARAMP etc, 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 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 help recruit, train and develop, and supervise, TRAIN's youth work volunteers.
- To support, empower and grow a team of Young Leaders to assist in the delivery of the youth work programme.
- 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 Lead Youth Worker which will be reviewed regularly as well as have an annual assessment.

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

#### **Essential:**

- Satisfactory Disclosure and Barring Service (DBS) Enhanced with list checks (completed prior to beginning in post)
- To be self-motivated and driven.
- 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 YP they work with.
- Willing to do regular evening and some weekend work as required.
- Experience of working with young people in a youth work setting.
- Experience with working with a young men's group-
- Willingness to take on further training to develop themselves and grow professional competence.
- 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 & challenging behaviour.
- Able to create, plan and deliver projects.
- Experience either working as a volunteer or supporting volunteers.
- Full Driving Licence, and own vehicle which can be used for work purposes

#### **Desirable:**

- Ideally Qualified to JNC in Youth and Community work however TRAIN are willing to accept those without qualification but with experience which includes working with young people who are at risk or vulnerable.
- Experience of undertaking Youth work on the streets
- Sports Coaching qualifications
- Knowledge of general Health and Safety requirements.
- First Aid trained
- 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.

**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:** Detached Post NJC Scale Point 9: £20,903 pro rata which is £11,148 for 20 hours (NJC pay scale annual review pending). Most employees will begin at the start of the scale range with further increases subject to annual appraisal and remuneration review.

**Deadline for receipt of applications: 12pm 7<sup>th</sup> June 2021.** 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,

*Brian McNamee*

Brian McNamee Chairman