



***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

Deadline Wednesday 23rd February 2022

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

(Flexible for the right candidate, would consider part-time hours)

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 delivery of the Head start mentoring programme. This is an in- school group and 1:1 mentoring programme (37.5 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 pro-active, 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:

- 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 lead on the development and delivery of youth participation roles and activities. Encouraging young people to positively engage within the local community, whilst building healthy routines and developing their social networks.
- To lead and deliver the Head start mentoring program, consisting of a mixture of both group and 1:1 mentoring which is currently in place. 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. This is part of TRAIN'S Participation Pathway,

and your role would also be to support young people to engage in this. The pathway empowers young people to build skills and confidence and to engage in pro social activities.

- Responsible for managing referrals to TRAIN for mentoring provision from educational providers, partner agencies and services. To ensure those relationships and services are maintained with excellent and efficient communication.
- Responsible for the planning, organising and delivery of termly trips as part of the group mentoring programme currently in place. This will include supporting the planning and delivery of non-term time activities and trips away from Didcot.
- To provide pastoral help and support, to enable the development of self-worth, social skills and citizenship.
- Undertake Detached & Outreach work
- Act as a role model to all young people that interactions take place with, particularly with hard-to-reach young men.
- 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. As well as advocate for young people where appropriate.
- 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 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 continue to develop strong relationships with all local secondary and primary schools to aid the growth and expansion of the take-up of both our 1:1 and group mentoring programs.
- 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 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 however TRAIN are willing to accept those without qualification but with experience which includes working with young people who are at risk or vulnerable.
- To be self-motivated and driven.
- 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 some evening and regular weekend work as 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
- Knowledge of general Health and Safety requirements, including the completion of risk assessments
- 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.
- 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: Detached Post NJC Scale Point 9: £20,903- £22,000 per annum 37.5 hours

Deadline for receipt of applications: Wednesday 23rd February 2022. 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