



***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

Job Description: Youth Support Worker (Level 3 Apprenticeship) 37.5hours
Duration: 15 months

Deadline 12:00pm Thursday 21st July 2022
Interviews: Week Commencing 25th July 2022
Planned start date: 8th August 2022

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 Youth Support Worker (Apprenticeship) Post to lead on the development and embedding of our youth participation programme (37.5hours a week)

Overall Aim of Position

This post will help to deliver projects and services delivered by TRAIN to the young people of Didcot and surrounding areas. The post will support activities consistent with the aims of our youth programme and the funded services that the charity offers.

Key Responsibilities:

- Supporting the Youth Work Team and the organisation as a whole, to implement a programme of activities for young people.
- To support young people to play an active role in the centre activities, as well as in school projects and outreach work.
- To develop and maintain positive relationships with young people and encourage participation and involvement in the planned programme.
- To be part of a team of workers that is able to identify the formal and informal educational, social, cultural and recreational needs of the young people and plan a programme of positive interventions and innovation, that enhances the knowledge, awareness and the personal development of the young people.

- To develop relationships with young people that recognises the different needs and starting points of the young people.
- To support young people in evaluating youth work activities and identifying the impact of youth work in their personal development.
- To articulate and record young people's progression in sessional and project recording documentation
- To support the development of Didcot TRAIN's youth provision, as well as the creation of external projects and activities.
- To attend team meetings, monthly programme planning, and training sessions as agreed.
- To participate and complete Youth Support Worker Level 3 Apprenticeship Course.

Safeguarding

- Comply with Child Protection Policy, Health and Safety policy and all other policies of TRAIN.
- Share information with colleagues and other agencies when necessary.
- Maintain appropriate records, using relevant recording systems
- Attend mandatory safeguarding training with Oxfordshire Safeguarding Children's Board and maintain this completed every 2 years

Partnership Work

- Maintain a professional and positive approach when delivering with key stakeholder and partners, for example when delivering sessions at external venues
- Contribute to the wider work of TRAIN, including forward thinking, fund-raising and marketing as required.

Teamwork

- 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 services provided.

Apprenticeship- Level 3 Youth Worker Support (Apprenticeship)

- Post holder is to complete apprenticeship within 15months of course start date.
- The level 3 apprenticeship course will require the post holder to attend online training. And some face-to-face training and development opportunities. The post holder will be required to attend these commitments and travel where necessary.
- The post holder will be allocated 7.5hours per week to complete learning and assessments
- The post holder will be required to complete BKSBS Maths and English Assessments
- Monthly course supervision with course supervisor and Youth Work Delivery Manager.

Accountabilities

This post will be line managed by the Youth Work Delivery Manager. The post holder will also be provided support from B-Skill apprenticeship provider. B-Skill will offer a support via a tutor to support completion of apprenticeship qualification. The Trustee Group provide further organisational and strategic oversight and the post holder may also be required to work with the Trustee group on several projects to coordinate or enact charitable activities.

Person specification: skills and experience

- Satisfactory Disclosure and Barring Service (DBS) Enhanced with list checks (completed prior to beginning in post)
- To be a self-motivated and organised team player
- Willing to work flexibly including evening and weekend work as required
- Ability to establish positive relationships with a range of young people and team members
- Excellent communication and relationship building skills
- Ability to challenge young people's language and behaviour effectively.
- Ability to work with individuals and groups of young people in order to identify personal progression and solutions to problems.
- Good communications skills, verbal and written and an ability to consult with 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.

Successful applicants will be offered the post. The job offer will be made depending on two satisfactory references and successful enrolment of level 3 youth work support apprenticeship.

Salary: 16-17-year-olds £9,379/ 18-20year olds £13,318

Deadline for receipt of applications: 12:00pm Thursday 21st July 2022. Please email your CV with a covering letter to info@didcottrain.org.uk. Within your letter we expect candidates to detail why your skills and experience would be appropriate for the post, in line with the Job Description. Including why you wish to become a youth support worker for Didcot TRAIN.

Yours Sincerely,
Brian McNamee

Brian McNamee Chairman