



***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 Friday 9th February 2024

Job Description for Part Time Youth Worker for Wallingford - 15 hours per week (Temporary Position with possibility of moving to permanent role)

Didcot TRAIN - Inspiring Young People is a CIO, registered charity no.1176258 and works *with* and *for* all young people in Didcot and Wallingford, 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 support the establishment of youth work provisions in Wallingford (15 hours per week).

Overall Aim of Position

TRAIN is seeking a part-time youth worker to contribute to the organisation's exciting expansion into Wallingford, Oxfordshire. As the face of TRAIN's youth work in Wallingford, you will represent TRAIN's youth provisions and engage with young individuals who may be facing vulnerability or challenges. This role will lead on our detached youth work provision in Wallingford and offer further support and positive activities for facilitating personal development opportunities for young people. The post aims to uphold TRAIN's commitment to positive engagement with young people, necessitating a youth-centric approach, initiative, proactive attitude, self-motivation, digital competence, and effective teamwork. The post-holder will report to the Youth Work Delivery Manager, working with a small but dedicated team of professionals and volunteers ensuring the continued success of TRAIN's initiatives for the benefit of local young people.

Key Responsibilities:

- Demonstrate a passion and enthusiasm for Young People, the charity and its vision.
- Undertake Detached & Outreach work
- Work within the team to provide weekly TRAIN Drop In provision.
- Undertake non-school term time activities
- To lead on the development and delivery of youth participation roles and activities.
- Act as a role model to all young people
- Lead on initiatives to engage young people in Wallingford using innovative methods.
- To motivate and empower young people to become positively involved in their community.
- 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 CEO of Didcot TRAIN.
- To demonstrate dynamic virtual youth work competence to ensure that youth work is available to young people both face to face and digitally.
- To involve and empower the young people to actively participate in planning and running provisions, to help them develop organisational skills, taking responsibility and as a way of increasing self-esteem.
- 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.
- Work with Youth Workers from other organisation's that we are collaborating with.

Accountabilities

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 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 Young People 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.
- 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: TRAIN is an equal opportunity employer and is determined to ensure that no applicant or employee receives less favourable treatment on the grounds of gender, race, age, disability, religion, belief, sexual orientation or marital status. We value diversity and welcome applications from people of all backgrounds. The job 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: £25,119 pro rata (NJC Scale Point 9). £10,047.60 per annum based on 15 hour working week (0.4 FTE)

Deadline for receipt of applications: Friday 9th February. Please email your CV with a covering letter to info@didcottrain.org.uk. Within your letter, please detail why your skills and experience would be appropriate for the post, in line with the Job Description.