

WHITTINGTON PARK COMMUNITY ASSOCIATION

Job Description

- Job Title:** Senior Youth and Outreach Worker
- Salary:** £ 16.46 per hour (fixed term contract 39 weeks)
- Hours:** **4.5 per week Friday evenings + 45 hours outreach work at flexible times within first 6 weeks of project.**
- Responsible to:** Centre Director
- Holidays:** 28 days pro rata (including public holidays)
- Purpose of Job:** To develop an exciting and inclusive Friday evening youth programme for young people.
- Location of Job:** Whittington Park Community Association and other locations as required.

Principal Duties:

The person appointed will be expected to take direction from the Centre Director and accept responsibility for the following:

1. Management and support of small team of part time staff and volunteers in planning and delivering a youth work programme that is relevant to the needs of young people;
2. To support targeted work with young people at risk of committing crime and anti-social behavior within the area;
3. Working within the policies of the WHITTINGTON PARK COMMUNITY ASSOCIATION, especially those concerned with Equal Opportunities and Health and Safety;
4. Carrying out administrative duties in accordance within WHITTINGTON PARK COMMUNITY ASSOCIATION procedures;
5. To promote the projects and take part in outreach or detached work when necessary;

6. To provide for the social, educational, recreational and for the individual developmental needs of local young people in youth club sessions;
7. To deliver sessions that provide young people with access to gaining accreditations and recorded outcomes in a range of activities.

Specific Responsibilities:

1. Develop youth work relationships with young people in a range of styles as required by the Centre Director and the needs and issues of young people. This will include: Centre based work and may include outreach work, group work, one to one targeted support and positive activities during school holiday periods;
2. Enable young people to participate in the decision making structures and processes of the project;
3. Ensure that all evidence of work is properly documented and that where applicable work contributes to recorded and accredited outcomes for young people;
4. Identify the major issues affecting children and young people and develop appropriate youth work practice and programmes to meet those needs. Challenge young people who are involved in anti-social behavior and work with them to move them into areas that will help develop their own interests and development;
5. Work directly with individuals or groups of young people in a range of setting and environments. Work with an appropriate programme to enable them to look at attitudes and behavior that affect others and particularly issues related to crime, vandalism and anti-social behavior. Support the Senior Worker in any targeted or referral process;
6. Engage with young women to set up a programme which specifically meets their needs and encourages them to participate in positive activities and improves their outcomes;
7. Help local young people to identify their needs and organise themselves to meet these, using social education to create the space for personal achievement;
8. Provide challenging and stimulating programmes of social education and activities which directly contribute to the young people's

- development, creating opportunities to achieve and ensuring activities provided are value for money;
9. To build and maintain positive relationships with Schools, Personal Advisors, community groups and community tenant's organisations, police and community wardens where necessary;
 10. Attend regular team meetings and take part in liaising with other team members and colleagues and when appropriate attend other sites and meetings;
 11. Form and maintain appropriate professional boundaries with young people, staff and volunteers;
 12. Provide written evaluations and verbal reports when requested by the Senior Worker;
 13. Attending regular supervision sessions with the Senior Worker in accordance with the WHITTINGTON PARK COMMUNITY ASSOCIATION Supervision and Appraisal Policy;
 14. Contribute to securing external funding, where appropriate; to further develop the work with young people;
 15. To attend training and development sessions, for appropriate professional development as identified by the Centre Director;
 16. Carry out all duties in accordance with the WHITTINGTON PARK COMMUNITY ASSOCIATION Health and Safety Policies;
 17. Carry out regular risk assessment and health and safety checks; accepting that this post carries responsibility under Health and Safety legislation and exercising that responsibility as required;
 18. Ensure that WHITTINGTON PARK COMMUNITY ASSOCIATION is publicised in the community, that the profile of the project is raised and maintained and that the project users are directly involved in the development and management of the youth project;
 19. Use computer terminals, to input and extract information as required, and to assist others to use information technology systems to carry out duties in the most sufficient and effective manner in performing the above mentioned duties;

20. Ensure that all services within the area(s) of responsibility are provided in accordance with WHITTINGTON PARK COMMUNITY ASSOCIATION's commitment to high quality service provision and that services are delivered to agreed quality standards;
21. At all times carrying out duties/responsibilities within the framework of WHITTINGTON PARK COMMUNITY ASSOCIATION's Equal Opportunities Policy;
22. Ensure that all duties are performed in accordance with WHITTINGTON PARK COMMUNITY ASSOCIATION's financial regulations and procedures;
23. Carry out such other minor and/or non-recurring duties, appropriate to the post as may be directed.

Additional:

- To achieve agreed service outcomes and outputs, and personal appraisal targets, as agreed by the line manager;
- To undertake training and constructively take part in meetings, supervision, seminars and other events designed to improve communication and assist with the effective development of the post and post holder.

Specific Information

The Senior Youth Worker will work within WHITTINGTON PARK COMMUNITY ASSOCIATION youth club sessions in order to make a positive contribution to young people's life chances.

This Post will focus on delivering both generic youth work together with targeted work on crime prevention, anti-social behavior, NEET reduction and creation of positive activities for young people. Under this structure the offer to young people would include, generic and focused youth work, trips and residential opportunities.

Organisational Relationships

- a) WHITTINGTON PARK COMMUNITY ASSOCIATION is a registered charity based in North Islington and provides a wide range of community activities to all ages and sections of the community.

- b) The strategic development of the project will be informed by the views and needs of young people, identified local and national priorities and the strategic priorities identified by WHITTINGTON PARK COMMUNITY ASSOCIATION.
- c) Each member of staff is expected to accept responsibility for specific areas of work (to be agreed with the Centre Director) and an overall teamwork approach is encouraged. Each worker is expected to attend and contribute to any staff team meeting.
- d) In working towards good community relationships, staff members are expected to maintain appropriate links with professional colleagues in the field and with the local community and are encouraged to develop partnership work for the joint delivery of services.

Other Information

Because of the nature of this work, this post is exempt from the Rehabilitation of Offenders Act and will require an Enhanced DBS. Any information given from the Certificate will be completely confidential and will be considered only in relation to any application for positions to which the Certificate applies. A youth work qualification of level 2 or above is required.

**WHITTINGTON PARK COMMUNITY
ASSOCIATIONBLACKSTOICK TRUST
WHITTINGTON PARK COMMUNITY ASSOCIATION**

Senior Youth Worker - Person Specification

ESSENTIAL

The person specification lists the skills, knowledge and experience required to carry out the job. It will also be used in the short-listing and interview process for this post. You should demonstrate on your application form how you meet the following essential criteria.

REQUIREMENTS

Education and Experience

- Experience of working with young people in a multi-racial inner-city setting
- Previous experience of managing a staff team
- Minimum NVQ level 2 in youth work.
- Current qualifications in child protection.

Knowledge, Skills and Ability

Applicants must:

- Demonstrate the ability to manage and develop a youth work programme in a range of styles and settings (detached, outreach, estates and community buildings);
- Have a range of practical skills to work with young people, e.g. performing arts, sports, music production etc;

- Be aware of and demonstrate a clear understanding of social education as a response to the needs of young people;
- Be aware of and demonstrate commitment to equal opportunities principles and be able to implement it in their youth work practice;
- Demonstrate an understanding of the requirements of developing anti-discriminatory youth work programming and practice;
- Have an understanding of a community and multi-agency approach to youth work and its responses to young people; to be able to work and maintain working relationships with a range of agencies, individuals (tenants, police, community wardens, and school staff);
- An ability to undertake training and keep abreast of current issues that affect children and young people;
- Have a proven ability to engage and work with children and young people who present challenging and difficult behavior;
- Have an understanding of the Health and Safety requirements of youth work and be able to take part in carrying out risk assessments;
- Have a clear understanding and implementation of professional boundaries;
- Must have an understanding of targeted youth support and supporting young people effectively accessing youth support services.

Children's and Young People's Requirements

We want a worker who will:

- Listen and respect all of us
- Find ways to include us in what they do
- Help us to have our say about everything that affects us
- Find ways to show us when we are doing well
- Help us get training so we can do what we want to do