Youth Worker Bank

Job Description

Responsible to: Youth Programs Officer

Responsible for: NA

Hours of Work: **8 hours**

8 hours per week, one day a week including evenings, Monday to Friday, with occasional weekends and public holidays.

Work Location: YMCA Walthamstow, St Paul's Group 642 Forest Road Walthamstow E17 3EF

Job Purpose

To support the running of youth activities and other centre duties. This will include engaging with the young people supporting preparation and running of activities and sessions.

Organisation Context

YMCA St Paul's Group (SPG) is the largest YMCA in Europe and a leading provider of supported housing in London and beyond, providing a safe place to stay to about 1,200 young and vulnerable people each night.

- We provide housing and support to those in need of a place to call home and support them with services that empower them to build a positive future.
- We support children, young people and families to be safe, healthy, connected and confident.
- We bring people together by encouraging them to be healthy, physically and mentally.
- We help nurture an environment where people of all faiths and none have the opportunity to understand and express the love of God.
- We empower our residents, staff and users by providing them with excellent service and welcoming properties where they can thrive.
- We enable the Charity to respond to the future with an equipped and empowered workforce that is flexible and agile.
- The vision of YMCA St Paul's group is to empower young people by providing the resources and support so they can thrive. We wish to create inclusive, active and healthy communities where everyone can flourish.

President: The Reverend Dr Richard Cheetham, Bishop of Kingston. YMCA St Pauls Group is a company limited by guarantee registered in England. Registered office: St James House, 9-15 St James Road, Surbiton KT6 4Q. Company registration no: 2971930. Charity no: 1041923. Social housing provider ID: LH4078. Ofsted no: RP524773. CQC provider: 1-101652524.

Our approach is informed by our Christian faith and we work with fellow community collaborators to see this vision realised. Our core values underpin the way that we deliver our work and our aim is to create an inclusive culture where our staff, residents and customers feel a sense of belonging and are able to be their authentic selves.

We welcome everyone, strive for excellence in all we do, inspire hope in others for what they might achieve and strive to grow and develop both people and places.

Duties and Responsibilities

Youth session lead/support

- To attend work at specified hours as a responsible adult and assist with the setting up, packing down and running of activities for the children, young people and families.
- To encourage and support individual young people in working towards any outcomes that they have set.
- To help plan and prepare activities for youth centre users.
- To assist with briefings and evaluations before and after each session.
- To take on the role of lead Youth Worker for occasional sessions where the youth work programs officer may require it.
- To be responsible for opening up and closing the building when appropriate.
- To be aware of and ensure best practice is outworked for; First Aid, Health and Safety, Safeguarding and Data protection procedures always.

Other

- Actively look for networking and outreach opportunities with partners and young people in the community.
- Use monitoring and evaluation systems to record and track young peoples attendance and key contact information.
- Work in partnership/collaboration with other YMCA SPG departments using the centres and faculties and offices.

General – All Staff

- Able to proficiently use IT systems, including working with databases, Microsoft office, email, internet
- Attend all relevant training and development programmes.
- Attend all relevant cross departmental, and Corporate Office meetings as and when required.
- Undertake any other duties as requested by line manager.
- To be able to respect the Christian ethos of the YMCA and uphold its values.

Scope and Limits of Authority

The post-holder will work within established guidelines, using initiative to handle most queries and refer to the Youth Work Programs 0fficer on any other matters

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Youth Worker

Person Specification / Key Competences

KNOWLEDGE & EXPERIENCE	
Essential	**Desirable**
An understanding of the issues facing young people.	
	Level 2 Safeguarding An understanding of Safeguarding
	NVQ Level 2 in Youth Work
Be aware of the limits that are required and the boundaries that between the youth/youth worker relationship.	
Essential	**Desirable**
Be able to show patience, tolerance and flexibility	
The ability to treat young people's concerns with respect and sensitivity	
Experience in engaging with young people	
Experience in working in a youth club setting either paid or voluntary	
	An understanding of Safeguarding and good practise in a youth work setting
To be a good role model to young people Modelling the behaviour we expected of them at the centre.	
KEY COMPETENCIES & SKILLS	
Essential	**Desirable**
Key Competencies	
Customer and quality focus	
Focused first and foremost on the views and needs of the external and internal customers.	
Collaboration	
Able to develop and maintain positive working relationships with others	
Able to form non-judgemental and constructive relationships, especially with vulnerable people, whilst holding clear boundaries	

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Able to confront difficult situations and reconcile different viewpoints	
Achieving Results	
Able to produce reports and present work analytically	
Communication and influencing	
Excellent interpersonal skills, with the ability to establish and maintain good relationships with young people	
Inclusivity & Diversity	
Able to work effectively within, and successfully implement, an Equal Opportunities Environment	
Able to work effectively in an Equal Opportunities & Diversity environment	
Able to respect the Christian ethos of the YMCA and uphold its values	
Planning and organising	
The ability to plan youth session for young people	
Additional requirements	
Able to work unsocial hours, including evenings, weekends, and public holidays	
Able to travel to different YMCA sites	

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YMCA ST PAUL'S GROUP
An association of YMCAs serving young people and communities across London and beyond

YMCA

JOB TITLE

Terms and Conditions of Employment

Salary
£14.27 per hour

Hours of Work
Hours including any shift patterns. 8 hours on Wednesday's 12.30-8.30pm.

Annual leave
Commencing at 25 days per annum plus public holidays (for five days per week workers; otherwise pro-rata).

Conditions of Appointment
Subject to satisfactory references, medical clearance, Disclosure Barring Service check and verification of ability to work in the United Kingdom.

Probation Period
Subject to satisfactory review, the contract will be confirmed after six months unless stated otherwise.

Continuity of Service
For those already employed within the YMCA Federation, continuity of service will be recognised.

Notice Period
One week during the probationary period and then a minimum of one calendar month.

Pension
Subject to certain criteria set by Government, you will be auto-enrolled into our chosen workplace pension scheme. The default position on Auto-Enrolment will be for your contributions to be made on a Salary Exchange basis, but you will have the option to opt-out of this arrangement. In respect of these Salary Exchange arrangements, you agree that your gross pay will be reduced by an amount equal to your Salary Exchange contributions.

Other Benefits
Free use of the Health and Fitness facilities and a staff discount in restaurants.

If you wish to apply for the job please email: youthteam@ymcaspg.org

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