



PART-TIME YOUTH WORKER

SECTION A: JOB DESCRIPTION

1. ORGANISATION: Shelford and Stapleford Youth Initiative

ADDRESS: Woollards Lane
Great Shelford
Cambridge
CB22 5LZ

2. JOB TITLE: YOUTH WORKER

3. RESPONSIBLE TO: LEAD YOUTH WORKER

4. JOB PURPOSE: As an employee of SSYI, a small local Christian Charity, you will support current youth work provision led by SSYI providing opportunities with children and young people (11 to 18) to overcome disadvantage, promote inclusion and develop personal, social and spiritual wellbeing.

You will work with the SSYI Lead Youth worker in developing Youth work provision in the Shelfords, Stapleford and the surrounding areas. You will provide a safe place for the social contact between young people and to help them to discover positive channels for their energy, creativity and frustrations with the world. Furthermore, you will offer an alternative to discourage drug and alcohol abuse and anti-social behaviour, encouraging personal development, physically, spiritually, and in use of talents and gifts, especially in service to others. The facilities should be open to all, and provided for the community regardless of race, religious belief, gender, sexuality and ability.

5. MAIN RESPONSIBILITIES:

5.1 Delivery of work with Young people – 80%

- Develop and deliver support for vulnerable and 'at risk' girls.

- Build relationships with ‘at risk’ and disadvantaged young people and develop youth work provision in response to their needs building confidence, character, skills and aspirations.
- Be a face-to-face contact with the public, representing SSYI to individuals and organisations and reflecting the Christian values of the organisation to those whom the organisation serves.

5.2 Work with Partner Organisations – 10%

- Liaise and work collaboratively with a range of organisations and agencies including schools (notably Sawston Village College), voluntary sector groups, churches, Cambridgeshire County Council, Parish Councils and housing societies in developing effective youth work provision in designated area of work.

5.3 Administration, monitoring and reporting – 10%

- Work within SSYI’s policies and procedures e.g. health and safety, lone working, safeguarding etc.
- Actively engage in team meetings and undertake appropriate monitoring and evaluation of work.

6. SCALE AND IMPACT:

- The post-holder will have responsibility for contributing to high quality face-to-face youth work practice, creating opportunities with young people that support their physical, social and spiritual development and wellbeing.

7. DISCRETION TO ACT:

- The post-holder will have authority to act within the parameters set by their line manager. The worker will be directly supported by SSYI’s Lead Youth Worker and indirectly supported by a Lead worker in Romsey Mill’s Youth Development Team.

8. ENVIRONMENT:

- The post-holder will have use of the Romsey Mill office, as well as the youth centre in Great Shelford. They will also make use of other facilities at schools, community centres, churches etc. They will also engage in detached/outreach work in Shelford and Stapleford.

9. RELATIONSHIPS:

- **Internal** - The post-holder will work directly with other SSYI youth workers. The worker will be managed by and report to the Lead Youth Worker. The worker may also be required to meet occasionally with SSYI Trustees.
- **External** – The post-holder will be expected to work with a range of individuals, organisations and agencies from the voluntary and statutory sectors including

teaching and pastoral staff at schools, church youth workers, City Council and locality youth workers.

SECTION B: PERSON SPECIFICATION

1. QUALIFICATIONS:

Essential

- Voluntary or professional Youth work experience

Desirable

- Applicants should have a good general education
- A qualification in youth and community work at level 3 or above
- 2 years of youth work experience
- Professional youth work experience

2. EXPERIENCE AND SKILLS:

Essential

- Able to demonstrate experience of building effective relationships with young people
- Ability to develop work in response to the needs of young people
- Ability to engage and support young people through one-to-one work
- Good communication skills – both verbally and in writing
- Ability to plan and manage time
- Understanding of and commitment to Equal Opportunities
- Knowledge of Health and Safety procedures
- Knowledge of Safeguarding children and young people policy and procedures

Desirable

- Hold a current driving licence
- Access to a private vehicle for work use

3. ATTRIBUTES:

- A confident and articulate individual able to communicate effectively with young people, other workers and members of the wider community
- Able to contribute actively to the distinctive aims, ethos and values of SSYI
- Ability to work positively with others and support in the delivery of youth provision
- Reliable and flexible over hours of work
- Able to work effectively as part of a team and under their own initiative
- Acts with integrity and empathises with others
- Proactive in responding to the needs of young people
- Passionate about young people and transformation
- Creative and can respond to issues as they arise
- Ability to cope well with various tasks

SECTION C: TERMS AND CONDITIONS

1. SALARY: £17,711 - £19,171 pro rata

2. HOURS OF WORK: 22.5 hours per week.

3. PAID LEAVE ENTITLEMENT:

- You are initially entitled to 25 days pro rata annual paid holiday plus public holidays. Holiday entitlement increases, based on length of service. Full details as given in contract of employment.

4. SICK PAY PROVISION:

- SSYI operates a discretionary Sick Pay Scheme for employees. You will be eligible for sick pay. Sickness and sick pay are explained in the document called sickness policy and procedure.

5. PENSION ENTITLEMENT:

- SSYI has a Qualifying Workplace Pension Scheme under auto-enrolment for all employees with NEST. Full details as given in contract of employment.

6. PERIOD OF NOTICE OFFERED AND REQUIRED:

- This role is initially for 12 months. There will be a 1 month probationary period. Thereafter you are required to give one months notice. SSYI is required to give a period of one month to the employee. Please refer to contract of employment for further details.

7. CONDITIONS OF APPOINTMENT:

- The employment will be subject to satisfactory references and DBS check. This post is subject to the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 and (Exceptions) (Amendment) Order 1986.

8. IN SERVICE TRAINING:

- The person appointed will be expected to participate in In-service Training Modules and other learning opportunities as deemed appropriate by your line Manager, for which budgetary provision will be made.

9. MISCELLANEOUS:

- SSYI's Lead Youth Worker will be responsible for carrying out regular supervision sessions and work reviews with the post holder.