## 

## Role Description: Vision Youth Club – Youth Club Assistant – Sport

|  |  |  |  |
| --- | --- | --- | --- |
| **Organisation** | Thatcham Youth | **Rate of pay** | £9.00 per hour |
| **Title** | Youth Club Assistant | **Location** | Various Projects |
| **Hours of work** | 5 – 8 Hours per week | **Venue** | Moorside Community Centre,  Urquhart Road, Thatcham  RG19 4RE |
| **Reports to** | Youth Club Manager | **Managed by** | Youth Club Manager |
| **Role Purpose**  To assist in the running and facilitation of a safe, friendly and enjoyable environment within a youth club setting for young people aged 7-11 years & 11-14+ year olds, focussing on the delivery of sports activities. To also run the Thatcham Youth Together programme when this project is running. | | | |

|  |  |
| --- | --- |
| **Main Duties** | |
| * Jointly with the Youth Club Manager, other Youth Club Assistants and Volunteers, plan and deliver an interesting, varied and contemporary programme of activities that offer the youth club members the opportunity to develop and explore new skills. |  |
| * To lead on the delivery of sports activities during youth club sessions, with the support of volunteers, with flexibility to deliver on arts & crafts activities when required. |  |
| * To jointly with the Youth Club Manager, plan and deliver the Thatcham Youth Together Support Programmes. |  |
| * To actively engage with the youth club members and encourage them to take part in the activities provided. |  |
| * To support the Youth Club Manager to encourage members’ involvement in programme planning and to work with the members to regularly evaluate the club’s aims and ambitions and monitor achievements. |  |
| * To attend regular meetings with the Youth Club Manager as part of the staff and volunteer management process. |  |
| * To work within the guidelines of Thatcham Youth’s policies and procedures at all times. |  |
| * To bring any health and safety concerns at the club to the attention of the Youth Club Manager soon as possible. |  |
| * To display a commitment to the protection and safeguarding of children and young people. |  |
| * To undertake training as required. |  |
| * To look out for and advise the Youth Club Manager of possible new funding streams, both locally and nationally. |  |
| * To undertake any other reasonable responsibilities or requests as required by Thatcham Youth. |  |
| * Hours for this role are as follows:  |  |  | | --- | --- | | Mondays 7pm - 9pm | All year round | | Fridays 5.30pm – 8.30pm | All year round | | Thursdays 5pm – 8pm | 24 Weeks a year during term time in 2022 – Continuation of this project depends on future funding. | |  |

|  |  |  |
| --- | --- | --- |
| **Person Specification** | | |
| ***Key Criteria*** | ***Essential*** | ***Desirable*** |
| **Qualifications and Training** | * No formal qualifications are required for this role, however, experience and practical knowledge of young people is essential | * First Aid Trained. * To hold recognised national governing body qualifications. * Understanding of Health & Safety and Risk Assessments. |
|  |
|  |  |  |
| **Competence**  **Summary**  **(knowledge, abilities,**  **skills, experience)** | * The ability to engage with young people. * An enthusiastic approach to young people. * Good facilitation skills. * A flexible and imaginative approach to situations. * Ability to work on own initiative and as part of a team. * Good communication skills. | * Have shown an ability to communicate across the voluntary sector. * Knowledge and understanding of legislation which relates to Youth and community activities – child protection, health and safety. |
| * To be reliable, punctual and have effective time management skills. |  |
| **Other**  **Information** |  |  |
| * This role is subject to a Disclosure and Barring Service (DBS) check. * Club session delivery expenses to be reimbursed with prior agreement with Head of Youth Activities. * Thatcham Youth will provide training as deemed necessary to support you in your role. We will fund training, however you will be expected to attend training in a voluntary capacity. |  |
|  |  |
|  |  |