



## Job Description: Youth Worker

<b>Company</b>	Berkshire Youth	<b>Location</b>	Slough
<b>Reference</b>	BY201021	<b>Salary</b>	£24,000 - £27,000

### Background

In the ever-changing environment of youth work, it is vital that within Berkshire we have both, safe spaces for young people to develop positive and trusting relationships and opportunities for them to develop their talents, skills and aspirations.

Berkshire Youth have supported youth organisations and have delivered a variety of youth services throughout Berkshire for over 80 years. This role will expand on the existing work of Berkshire Youth and will directly deliver a number of youth programmes in order to support young people in Berkshire.

### Job Role

Working closely with the Youth & Community Manager and the wider Berkshire Youth Team, you will support the development and delivery of our schools, youth centre and detached programmes. This will consist of one to ones and group work with young people within schools, detached work in designated areas as well as centre based provision. You will be responsible for building strong, professional relationships with young people and adapting and coordinating a service around their needs. You will work in partnership with the other youth workers on the team, the youth & community manager, schools and youth organisations around the county as well as the wider voluntary sector and statutory partners.

You will work also in the community to identify and support volunteers to become engaged as leaders in our services and provision. You will collate a range of data, information and imagery that creates evidence of your work and the impact it is making not only to young people but also to the wider community.

There is scope for you to be creative in this role and make a significant difference to the young people you work with. This is a very exciting and varied role and as such, a flexible approach to work including willingness to take on tasks outside of the normal remit and to work irregular hours, is essential in this role.

As an employee of Berkshire Youth, you will enjoy a wide and varied portfolio of work allowing you to build on your current skills and expertise for which suitable training and support will be provided.

### Main Duties

- To work as part of a team to identify and support young people in a variety of settings including schools and within the wider community
- To support young people through one-ones, group work, detached sessions and Centre based activities to make better life choices and to work closely with Berkshire Youth staff to provide diversionary opportunities for young people
- Establish and maintain an ongoing awareness of young people's needs and aspirations in the community to support a fully responsive provision in relation to local issues and trends.
- Work with Statutory partners, Voluntary Organisations and other appropriate agencies to broaden opportunities for young people to participate fully in their local community
- Support the development and delivery of Youth Social action projects with young people
- Support the recruitment of volunteers ensuring they are trained and supported to expand and improve our offer
- To engage and build positive relationships with socially excluded and at "risk" young people to provide effective 1:1 and group work support to achieve agreed outcomes
- To support designing and delivery of diversionary based workshops/initiatives to raise confidence and self-esteem so that young people can make informed life decisions.
- To work closely with Youth & Community Manager including deputising and providing cover for their role

- To produce written reports and complete monitoring and evaluation procedures as requested
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- Collate a range of data, information and imagery that creates evidence of your work and the impact it is making not only to young people but also to the wider community.
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- Maintain a good knowledge of National and local initiatives which are of benefit to Berkshire Youth, young people and youth clubs and take lead on sharing this information to our staff and partners
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- To visit member and partner organisations regularly, offering feedback on best practice
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- Ensure all youth programmes are innovative and needs led
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- Develop good relationships with specific strategic partners, local organisations, authorities and governing bodies to enhance funding as appropriate
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- To support the engagement of volunteers and interns who wish to use youth activities as a way of volunteering in their communities
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- Promote and represent Berkshire Youth at relevant forums, external events and meetings
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- Take the lead on gathering good news stories, blog articles from your work, our member and partner organisations in relation to youth programmes to post on our socials website and in our newsletters
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- Maintain a good knowledge of National and local initiatives which are of benefit to Berkshire Youth, young people and youth clubs and take lead on sharing this information to our staff and partners
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- To produce and develop materials and resources, such as session plans, to support member organisations and promote organisation best practice
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- To attend team meetings and regular supervision meetings with the line manager and attend training that will enable personal and workforce development
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- Displays a commitment to the protection and safeguarding of children, young people and vulnerable adults
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- Work within guidelines of Berkshire Youth policies and procedures
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- Carry out any other Berkshire Youth duties as required including
    - Attend, where appropriate, local and national meetings
    - Maintain a good knowledge of national, regional and local initiatives which are of benefit to the organisation, young people, volunteers and their youth clubs
    - To support the continued development of youth participation and Hear by Right
    - Develop good relationships with partners, unitary authorities and local organisations
    - Contribute to the development and delivery of communication strategies that encourage participation

*It should be noted that the above list of main duties and responsibilities is not necessarily a complete statement of final duties of the post. It is intended to give an overall view of the position and should be taken as guidance only.*

**This role is subject to an Enhanced DBS Check**

#### Person Specification

Key Criteria	Essential	Desirable
<b>Qualifications and Training</b>	<ul style="list-style-type: none"> <li>• Relevant qualification in youth work or suitable field</li> <li>• Educated to NVQ Level 3 or equivalent</li> <li>• To hold a full Clean UK driving licence and have access to a car</li> </ul>	<ul style="list-style-type: none"> <li>• Recognised Youth Work Degree or equivalent (JNC desirable)</li> <li>• Up to date safeguarding and first aid qualifications</li> <li>• Other relevant training including; Prevent, Mental Health Training or similar</li> </ul>
<b>Competence Summary (knowledge, abilities, skills, experience)</b>	<ul style="list-style-type: none"> <li>• At least two years face-to-face work with young people</li> <li>• Experience of running group work programmes with young</li> </ul>	<ul style="list-style-type: none"> <li>• Experience of coordinating and delivering leadership programmes for young people</li> <li>• Experience working with and</li> </ul>

	<p>people</p> <ul style="list-style-type: none"> <li>• Experience of organising and delivering multiple events/activities at the same time</li> <li>• Experience of working within policies and procedures and an awareness of youth work best practice</li> <li>• Ability to initiate, plan, monitor and evaluate work with young people</li> <li>• Highly organised and able to manage own workload</li> <li>• Excellent communication and interpersonal skills across all age groups and an ability to positively motivate those around them</li> <li>• Knowledge and understanding of the range of issues relevant to and affecting young people</li> <li>• Ability to work effectively in a team</li> <li>• Ability to determine priorities and targets and to achieve them including when working under pressure</li> <li>• Up to date with relevant current affairs around youth work</li> <li>• Confident user of IT, including Microsoft Office</li> </ul>	<p>delivering programmes for UK Youth</p> <ul style="list-style-type: none"> <li>• Experience of running group work with young people in a variety of settings</li> <li>• Experience of managing volunteers</li> <li>• Experience of operating within and managing budgets</li> <li>• Experience of writing regular monitoring reports</li> <li>• Experience of delivering training to a varied audience</li> <li>• Specific skills in the delivery of young people's activities e.g. sport, music</li> </ul>
<p><b>Other Work Requirements</b></p>	<ul style="list-style-type: none"> <li>• Passion and enthusiasm for supporting young people with their personal development</li> <li>• Committed to treating people equally, respecting differences and challenging prejudice and discrimination</li> <li>• A positive, enthusiastic and 'can do' approach to work</li> <li>• A flexible approach to work including willingness to take on tasks outside of normal remit and to work irregular hours</li> <li>• Committed to your own learning and development</li> <li>• To have access to a car for business use</li> </ul>	<ul style="list-style-type: none"> <li>• Aware of national and local strategies and accreditation</li> <li>• Ability to identify and access national, regional and local funding streams</li> </ul>

This post is subject to an Enhanced DBS, the Right to Work in the UK and satisfactory References and probation period