

Job Description

Job Title: Lead Youth Worker (Dover)

Responsible to: Youth Work Team Leader

Grade: £11 per hour

Hours: 18 per week (regular evening and occasional weekend work)

we are open to a job share for this post

Location: Dover (with some travel between Dover and Thanet)

Contract Type: 1 year fixed term contract (with view to extend)



Job Purpose

The Lead Youth Worker is responsible for for all aspects of the efficient running of youth work sessions.

Key Responsibilities

1. To initiate, develop and maintain positive relationships with young people in order to identify key issues relevant to them.
2. To plan and provide an interesting, varied and contemporary programme jointly with young people and team members at the project, based on Pie Factory Music's agreed curriculum.
3. To provide line management and supervision to delivery team members (e.g. Youth Workers, Occasional Instructors, Volunteers, etc.)
4. To create a warm and welcoming environment within the session for all young people.
5. To ensure the health and safety of young people who attend the sessions (e.g. ensuring no unauthorised persons are on site; ensuring risk assessments are followed; young people sign in and membership forms containing emergency contact details are completed, etc.)
6. To actively promote equal opportunities, encourage participation, decision-making and responsibility amongst young people.
7. To ensure that prior to the start of each session all team members understand their role and duties.
8. To be proactive with young people in order to assist them with their personal development and to offer opportunities, wherever possible, to gain accreditations for their work at sessions.
9. To undertake street-based work to maximise the reach of the programme and target young people not currently engaging in our provision.

10. To advocate on behalf of the young people within the community and to create a broad network of contacts within the community.
11. To manage work in line with Pie Factory Music's policies and legal requirements, including Safeguarding, Health and Safety and Equal Opportunities.
12. To ensure all health and safety issues are properly dealt with (e.g. completing first aid forms; making hazards safe/reporting them to the appropriate person).
13. To oversee the handling of any monies (petty cash, tuck shop, etc.) during sessions.
14. To ensure that all required nightly paperwork is completed on time, and in accordance with predetermined guidelines (e.g. planning/evaluation sheets; sign-in sheets; new membership forms).
15. To take part in the training programme offered by Pie Factory Music and to take an interest in their own personal development.
16. To uphold confidentiality at all times. The above duties may require the Lead Youth Worker to see confidential information that may at times be subject to the General Data Protection Regulations.
17. To ensure that venues are left in a clean and tidy state.
18. To undertake duties as is necessary for the smooth operation of the session or programme.

This job description is provided to assist the post holder to know their principal duties. It may be amended from time to time in consultation with you without change to the level of responsibility appropriate to the grading of the post.

Person Specification

The person specification is a picture of skills, knowledge, experience and attributes required to carry out the job. It has been used to draw up the advert and will also be used in the shortlisting and interview process for this post.

You should demonstrate on your application form how you meet the following essential criteria.

	Essential	Desirable
Qualifications		Qualification in Youth Work
Skills and Experience	Experience of working with young people (at least 4 years) Experience in supervising and leading a team Experience of designing and delivering sessions and activities Excellent interpersonal and communication skills with young people and staff Ability to work as part of a team to an agreed action plan Ability to support, motivate and encourage challenging young people Ability to handle sensitive issues with tact and diplomacy Experience in safeguarding children and young people Ability to develop and hold professional and positive boundaries with young people Good standard of ICT skills Own vehicle and full UK driving license	Interest in and appreciation for the role

		of creative arts in youth work Experience and skill in creative arts
Knowledge	<p>Knowledge and understanding of social issues in the Dover area</p> <p>An understanding of the needs of children and young people in challenging circumstances</p> <p>An understanding of the importance of Safeguarding and Data Protection</p>	
Attributes	<p>A commitment to equal opportunities</p> <p>An interest in issues concerning the welfare and rights of young people</p> <p>To be available to work flexible hours</p> <p>To be able to work outdoors and participate in street-based work</p> <p>To be creative, proactive, able to use initiative and make sound judgments</p> <p>To be able to work effectively as part of a team</p> <p>An ability to remain calm and maintain a positive outlook whilst working under pressure</p>	

This post is subject to an Enhanced Disclosure Application to the Disclosure and Barring Service.