

## YOUTH DEVELOPMENT WORKER – CAMBOURNE

### SECTION A: JOB DESCRIPTION

1. ORGANISATION: ROMSEY MILL
- ADDRESS: HEMINGFORD ROAD  
CAMBRIDGE  
CB1 3BZ
- TEL.NO. - (01223) 213162
2. JOB TITLE: YOUTH DEVELOPMENT WORKER
3. RESPONSIBLE TO: YOUTH WORK CO-ORDINATOR
4. JOB PURPOSE: Romsey Mill's vision is of a transformed society in which all young people, children and families fully belong, positively contribute and thrive. You will pioneer and develop Youth Work provision in Cambourne, a rapidly growing area west of Cambridge City, supporting young people (aged 10-21) to overcome challenge, live fulfilling lives and inspire change in the world around them. You will work as part of a team of youth workers and volunteers to deliver detached sessions, one-to-one work, young people-led group activities, open access youth clubs, school based early intervention and transfer support, alternative education work and residential experiences that enable young people to overcome disadvantage, and develop personal, social and spiritual well-being. This work will be delivered in partnership with Cambourne Youth Partnership (CYP) and will require the post-holder to manage and utilise resources from both organisations in order to develop a holistic package of support for young people in the area.

### 5. MAIN RESPONSIBILITIES:

#### 5.1 Development of work with Young people – 60%

- Pioneer, develop and deliver youth work provision in response to the needs of young people that will create new and innovative opportunities to increase the confidence, skills, aspirations and inclusion of young people.
- Develop relationships with 'hard-to-reach' and disadvantaged young people through detached and outreach work, home visits and through informal contact during the school day and in the evenings.

- Develop a range of positive, young people-led activities such as sports, arts, and music based interest groups that enable young people to explore their potential and develop new skills and interests.
- Delivery alternative education provision including early intervention packages, qualification delivery and 1:1 support in primary and secondary schools. This may include personal, social development, vocational training and functional skills.
- Support the delivery of accredited learning opportunities for post 16 young people who are NEET or who failed to achieve qualifications in English and Maths.
- Support the recruitment, training and management of teams of volunteers and young leaders from the community to act as positive role models who can support the delivery of the youth provision.
- Provide one-to-one intensive support with a focus on supporting identified needs i.e. NEET, teenage pregnancy, homelessness, offending behaviour and substance misuse.
- Provide information, advice and guidance to enable young people to make informed choices so they can make a positive transition into adulthood.
- Plan and lead residential programmes and trips with young people.
- Facilitate young people's exploration of their own values and beliefs and those of other people, thereby encouraging their spiritual development.
- Assess the needs of young people, using the inter-agency assessment and referral tools where appropriate, and work as part of a multi disciplinary and multi agency 'Team Around the Family '(TAF) to meet the needs of young people. Act as a lead professional where appropriate.

## **5.2 Work with Partner Organisations – 10%**

- Liaise and work collaboratively with people from a range of organisations and agencies including schools, voluntary sector groups, churches, County, District, City and Parish Councils, health services and housing societies in developing effective youth work provision in designated area of work.
- Attend and represent Romsey Mill and CYP at partnership meetings, including relevant multiagency groups, locality meetings and events.
- Act as a lead professional where appropriate. Negotiate with other professionals, share information appropriately, plan and co-ordinate TAF meetings.

- Develop partnerships with primary and secondary schools and key members of staff and deliver support packages for students who may be struggling to engage in and progress through mainstream education.

### **5.3 Management and Development of People, Processes and other Resources – 30%**

- Oversee, develop and coordinate the joint CYP and Romsey Mill youth work provision in the Cambourne area including effectively utilising volunteers and sessional workers.
- Utilise the Cambourne youth facility for the delivery of Open Access Youth Provision. Develop links with other facilities within the community including schools, recreation grounds and churches that are suitable venues for delivering activities.
- Work within and implement all Romsey Mill's and CYPs policies and procedures e.g. health and safety, lone working, safeguarding etc.
- Actively engage in team meetings and contribute to the production of programme development and action plans.
- Be a face-to-face contact with the public, representing Romsey Mill and CYP to individuals and organisations and reflecting the values they uphold.
- Support in the recruitment and management of students and volunteers within designated area of responsibility.
- Work with the Youth Work Co-ordinator and other staff members to make sure that effective monitoring and information/data gathering is being undertaken to demonstrate the impact of our work.
- Input data onto the organisations information management systems.
- Produce written materials and photographs suitable for inclusion in reports.
- Contribute to the preparation of funding applications to Trusts and Statutory Funders and other supporters.
- Participate in the spiritual life of Romsey Mill (through active involvement in staff team prayer time, theological reflection and other spiritual development activities) and to maintain the Christian ethos of the organisation.
- In addition to the duties set out in this job description the worker may, from time to time, be required to undertake additional or other duties as necessary within his or her capabilities and status to meet the needs of Romsey Mill.

### **6. SCALE AND IMPACT:**

- The post-holder will have responsibility for providing high quality face-to-face youth work practice, creating opportunities with young people that support

their physical, social and spiritual development and wellbeing. The worker will develop partnership opportunities with other organisations and agencies.

#### 7. DISCRETION TO ACT:

- The post-holder will have authority to act within the parameters set by the Youth Work Coordinator and the Programme Manager. The worker will be directly supported by the Youth Work Coordinator and indirectly supported by the Programme Manager.

#### 8. ENVIRONMENT:

- Romsey Mill's main centre on Hemingford Road consists of various offices, meeting/training rooms, an arts and media suite, coffee bar, a large 'activities' hall and other amenities. CYP has a youth facility in Cambourne consisting of an office, two large spaces for activities, a small meeting room/informal social space and a separate well equipped music studio. The worker will also make use of other facilities at schools, community centres, churches etc. They will also engage in detached/outreach work around Cambourne.

#### 9. RELATIONSHIPS:

- **Internal** - The post-holder will work directly with other programme staff and supervise/support students and volunteers on work placement with Romsey Mill. The worker will be managed by and report to the Youth Work Coordinator and the Programme Committee. The worker may also be required to meet occasionally with the board of Trustees of Romsey Mill and CYP.
- **External** – The post-holder will work collaboratively with the CYP staff team, volunteers and trustees. They will also 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, County Council locality youth workers and youth workers from other organisations and agencies.

### SECTION B: PERSON SPECIFICATION

#### 1. QUALIFICATIONS:

##### Essential

- Applicants should have a degree (Level 5 or 6 National Qualifications Framework).
- Minimum of level 3 in Youth Work or equivalent qualification in working with children and young people or 3 years of professional youth work experience.

##### Desirable

- BA (Hons) or PG Cert/PG Dip or MA in Youth and Community Work or Youth work and Community Development or other JNC recognised professional range youth work qualification.
- A willingness, ability and commitment to gain the JNC qualification in youth and community development.

## 2. EXPERIENCE AND SKILLS:

### Essential

- Able to demonstrate considerable experience of building effective relationships with young people.
- Proven ability to pioneer and develop work in response to the needs of young people.
- Experience in creating and developing opportunities and educational programmes with 'hard-to-reach' young people aged 10-21 (those facing social exclusion, disadvantage and disaffection) including those involved in risk-taking behaviour from deprived communities Proven ability to engage and support young people through one-to-one work.
- Experience in facilitating young people's exploration of their values and beliefs thereby encouraging their spiritual development.
- Proven communication skills – both verbally and in writing.
- Experience of partnership working in a community development context.
- Ability to plan and prioritise workload within a context of multiple demands.
- Hold a current driving licence.
- Willing and able to drive a minibus (D1 or Midas permit) or commitment to undertake test.
- Understanding of and commitment to Equal Opportunities.
- Knowledge of Health and Safety management.
- Knowledge of Safeguarding children and young people policy and procedures.

### Desirable

- Able to demonstrate some experience of supporting students and volunteers.
- Access to a private vehicle for work use.
- Knowledge of relationships and sexual health work.

## 3. ATTRIBUTES:

- A confident and articulate individual able to communicate effectively with young people, other workers and members of the wider community.
- A person who identifies as a Christian and is able to contribute actively to the distinctive aims, ethos and values of Romsey Mill.
- A person who is able to pioneer and lead new projects and is confident in their ability.
- A person who is flexible over hours of work.
- A person who is able to work effectively as part of a team and under their own initiative.
- A person who acts with integrity and empathises with others.
- A person who is proactive in responding to the needs of young people.
- A person who is dynamic and enthusiastic and passionate about young people and transformation.
- A person who is creative and can respond to issues as they arise.
- A person who has the ability to work under pressure and manage multiple tasks and projects.

## **SECTION C: TERMS AND CONDITIONS**

**1. SALARY:** £20,456 - £23,166

**2. HOURS OF WORK:**

- The normal working week will be 37.5 hours, Monday to Friday, including evening sessions. There must be recognition of the need for flexibility. Friday evenings and some weekends will need to be worked. Overtime is not normally paid, but time of in lieu may be given as agreed with your line manager.

**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:**

- Romsey Mill operates a discretionary Sick Pay Scheme for employees. Full details as given in contract of employment.

**5. PENSION ENTITLEMENT:**

- Romsey Mill has a Stakeholder Pension Scheme. Full details as given in contract of employment.

**6. PERIOD OF NOTICE OFFERED AND REQUIRED:**

- You are required to give 8 weeks notice following probationary period. Romsey Mill is required to give a period of 8 weeks notice 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:**

- The Youth Work Coordinator will be responsible for carrying out regular supervision sessions and work reviews with the post holder.