

LEAD YOUTH DEVELOPMENT WORKER – HAMPTON, PETERBOROUGH

SECTION A: JOB DESCRIPTION

1. ORGANISATION: ROMSEY MILL

ADDRESS: HEMINGFORD ROAD
CAMBRIDGE
CB1 3BZ

TEL.NO. - (01223) 213162

2. JOB TITLE: LEAD YOUTH DEVELOPMENT WORKER

3. RESPONSIBLE TO: YOUTH DEVELOPMENT TEAM 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, develop and deliver Youth Work provision in Hampton, a rapidly growing area in the south of Peterborough, supporting young people (aged 10-21) to overcome challenge, live fulfilling lives and inspire change in the world around them. You will develop and coordinate 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. In particular, Romsey Mill works closely with a local church, Christ the Servant King (CSK), and you will work alongside a Youth Development Worker employed jointly by CSK and Romsey Mill.

5. MAIN RESPONSIBILITIES:

5.1 Development of work with Young people – 60%

- Pioneer, develop and deliver youth work provision in response to the interests, strengths and needs of young people that will create new and innovative opportunities to grow the confidence, character, 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.
- Grow and deliver alternative education provision including early intervention packages, small-group accredited learning activities and 1:1 support in primary and secondary schools. This may include personal and social development, vocational training and functional skills.
- Support and contribute to the delivery of accredited learning opportunities for post 16 young people who are NEET or who failed to achieve qualifications in English and Maths.
- Enable 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 identified needs e.g. NEET, mental health, teenage pregnancy, homelessness, offending behaviour and substance misuse, facilitating referral to other specialist services when required.
- Research and 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.
- Lead and enable opportunities to provide young people with a safe environment in which to explore their values, beliefs, ideas and issues, thereby encouraging their personal, social & spiritual wellbeing.
- Following training, 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%

- Create, lead and contribute to partnership working with external organisations and agencies including schools (notably Hampton College), voluntary sector groups, churches, City and Parish Councils, health services and housing societies in developing effective youth work provision in designated area of work. In particular, work closely with Christ the Servant King Church to create holistic packages of support for young people in the area.
- Attend and represent Romsey Mill at partnership meetings, including relevant multi-agency groups, locality meetings and events.

- Following training, act as a lead professional where appropriate. Negotiate with other professionals, share information appropriately, plan and co-ordinate multi-agency 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 Romsey Mill youth work provision in Hampton including supporting the joint employed Youth Development Worker in relation to their time allocated to Romsey Mill activities. In addition, effectively utilise volunteers and sessional workers.
- Develop links with facilities within the community including schools, recreation grounds and churches that are suitable venues for the delivery of youth work activities.
- Lead and manage the delivery of contracts and commissioned pieces of work in the area.
- Work within and implement all Romsey Mill's 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 key face-to-face contact with the public, representing Romsey Mill to individuals and organisations and reflecting the Christian values and ethos of the organisation to those whom the organisation serves.
- Lead in the recruitment and management of students and volunteers within designated area of responsibility.
- Work with the Youth Development Team 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 significantly to the preparation of funding applications to Trusts and Statutory Funders and other supporters.
- 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 Development Team Coordinator and the Programme Manager. The worker will be directly supported by the Youth Development Team Coordinator and indirectly supported by the Programme Manager.

8. ENVIRONMENT:

- The worker will be based within Hampton and will make use of a range of venues, including schools, community centres, CSK, etc to deliver youth provision as well as engaging in detached and outreach work. Romsey Mill's main centre is based in Cambridge and there will be the need to travel to this venue on an ad hoc basis for team meetings and training events.

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 Development Team Coordinator and the Programme Committee.
- **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 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 youth work experience.

Desirable

- PG Cert/PG Dip or BA (Hons) or MA in Youth and Community Work or Youth work and Community Development or other JNC recognised professional range youth work qualification.

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.
- Skilled in promoting inclusion, equity and young people's interests and wellbeing.
- Skilled in developing, leading and managing self and others.
- Experience of leading partnership work in a community development context, with faith-based groups and other civic organisations.
- Experience in facilitating young people's exploration of their values and beliefs thereby encouraging their personal, social & spiritual development.
- Proven communication skills – both verbally and in writing.
- 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.
- Good 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 very confident and articulate individual able to communicate effectively with young people, other workers and members of the wider community.
- Able to contribute positively to the distinctive aims, ethos and values of Romsey Mill.
- Inspiring/Ability to inspire.
- Recognises the young person as a partner in the learning process, acknowledging their insights and input.
- Passion for justice and development.
- Proven ability to pioneer and lead new projects and confident in their personal ability.
- Flexible over hours of work.
- Works highly 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.
- Dynamic and enthusiastic around young people and transformation.
- Highly creative and can respond confidently to issues as they arise.
- Proven ability to be highly adaptable and manage with effectiveness multiple tasks and projects.

SECTION C: TERMS AND CONDITIONS

1. SALARY: £21,962 - £24,174

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 operates a Group Pension scheme, with automatic enrolment, from which you may choose to opt out. Please refer to contract of employment for further details.

6. PERIOD OF NOTICE OFFERED AND REQUIRED:

- You are required to give two months' notice following probationary period. Romsey Mill 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:

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