

PART-TIME YOUTH SUPPORT WORKER - TRUMPINGTON

SECTION A: JOB DESCRIPTION

1. ORGANISATION: ROMSEY MILL
- ADDRESS: HEMINGFORD ROAD
CAMBRIDGE
CB1 3BZ
- TEL.NO. - (01223) 213162
2. JOB TITLE: YOUTH SUPPORT WORKER
3. RESPONSIBLE TO: LEAD YOUTH DEVELOPMENT WORKER
4. JOB PURPOSE: Support in the development of Romsey Mill's Youth Work provision in Trumpington creating opportunities with young people (aged 10-21) to overcome challenge, live fulfilling lives and inspire change in the world around them. In particular this role involves the delivery of youth work sessions which may include detached work, one-to-one work, young people-led group activities, positive activities, open access youth clubs, school based early intervention and transfer support, alternative education work and residential experiences enabling young people to overcome disadvantage, promote inclusion and develop personal, social and spiritual well-being.

5. MAIN RESPONSIBILITIES:

5.1 Delivery of work with Young people – 80%

- Deliver 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.
- 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.
- Support the delivery of alternative education provision including Early Intervention and small-group accredited learning activities in primary and secondary schools. This may include personal, social development, vocational training and functional skills.
- Provide one-to-one support for young people including giving information, advice and guidance to enable young people to make informed choices so they can make a positive transition into adulthood.

- Support young leaders from the community to act as positive role models in the delivery of youth sessions.
- Support the Lead Youth Development Worker on residential programmes and trips when required.
- Facilitate young people's exploration of their own values and beliefs and those of other people, thereby encouraging their spiritual development and wellbeing.
- Be a face-to-face contact with the public, representing Romsey Mill to individuals and organisations and reflecting the Christian values of the organisation to those whom the organisation serves.
- Participate in the spiritual life of Romsey Mill (through involvement in staff team prayer time, theological reflection and other spiritual development activities) and to support the Christian ethos of the organisation.

5.2 Work with Partner Organisations – 10%

- Liaise and work collaboratively with a range of organisations and agencies including schools, voluntary sector groups, churches, Cambridgeshire County Council, Parish Council and housing societies in developing effective youth work provision in designated area of work.
- Support in the development of partnerships with primary and secondary schools and key members of staff and help deliver support packages for students who may be struggling to engage in and progress through mainstream education.

5.3 Administration, monitoring and reporting – 10%

- Work within 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.
- Work with the Lead Youth Development Worker 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.
- Contribute to written materials and photographs suitable for inclusion in reports.
- Contribute 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 contributing to high quality face-to-face youth work practice, creating opportunities with young people that support their physical, social and spiritual development and wellbeing.

7. DISCRETION TO ACT:

- The post-holder will have authority to act within the parameters set by their line manager. The worker will be directly supported by a Lead Youth Development Worker and indirectly supported by the Youth Development Team Coordinator.

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. The worker will also make use of other facilities at schools, community centres, churches etc. They will also engage in detached/outreach work in Trumpington.

9. RELATIONSHIPS:

- **Internal** - The post-holder will work directly with other programme staff at Romsey Mill. The worker will be managed by and report to the Lead Youth Development Worker. The worker may also be required to meet occasionally with the board of Trustees of Romsey Mill.
- **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 and locality youth works.

SECTION B: PERSON SPECIFICATION

1. QUALIFICATIONS:

Essential

- Voluntary or professional Youth work experience

Desirable

- Applicants should have a good general education
- A qualification in youth and community work at level 3 or above
- 2 years of youth work experience
- Professional youth work experience

2. EXPERIENCE AND SKILLS:

Essential

- Able to demonstrate experience of building effective relationships with young people
- Ability to develop work in response to the needs of young people
- Ability to engage and support young people through one-to-one work
- Good communication skills – both verbally and in writing
- Ability to plan and manage time
- Understanding of and commitment to Equal Opportunities
- Knowledge of Health and Safety procedures
- Knowledge of Safeguarding children and young people policy and procedures

Desirable

- Hold a current driving licence
- Access to a private vehicle for work use

3. ATTRIBUTES:

- A confident and articulate individual able to communicate effectively with young people, other workers and members of the wider community
- Able to contribute actively to the distinctive aims, ethos and values of Romsey Mill
- Ability to work positively with others and support in the delivery of youth provision
- Reliable and flexible over hours of work
- Able to work 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
- Passionate about young people and transformation
- Creative and can respond to issues as they arise
- Ability to cope well with various tasks

SECTION C: TERMS AND CONDITIONS

1. SALARY: £17,681 - £19,158 pro rata

2. HOURS OF WORK: 15-22.5 hours per week.

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 Qualifying Workplace Pension Scheme under auto-enrolment for all employees. Full details as given in contract of employment.

6. PERIOD OF NOTICE OFFERED AND REQUIRED:

- You are required to give one 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 relevant Lead Youth Development Worker will be responsible for carrying out regular supervision sessions and work reviews with the post holder.