

LEAD YOUTH DEVELOPMENT WORKER LINTON

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: You will pioneer and develop youth work provision in Linton and coordinate the work of youth workers operating in surrounding areas, 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 creating opportunities with young people to overcome disadvantage, promote inclusion and develop personal, social and spiritual well-being. This work will be delivered in partnership with The Beacon Youth Trust, a Christian charity, established by the churches of Linton (Cambridgeshire) and supported by local people. Its objective is to serve the young people of Linton and the surrounding area in the name and Spirit of Christ.

5. MAIN RESPONSIBILITIES:

5.1 Development of work with Young people – 60%

- Pioneer, develop and deliver youth work provision in response to the interests and needs of young people creating new and innovative opportunities to build confidence, character, skills, and aspirations.
- 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.
- Create opportunities for young people to explore and experience the Christian faith for themselves, including coordinating and running weekly church-based youth groups and creating new opportunities in conjunction with the two partner churches, Linton Free Church and St. Mary's C of E.

- Develop a range of positive, young people-led activities such as sports, arts, and music 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 local schools.
- 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.
- Plan and lead residential programmes and trips with young people.
- Following training, assess the needs of young people, using the inter-agency assessment and referral tools where appropriate, and work as part of the multi-disciplinary and multi-agency 'Team Around the Family' (TAF) process 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 Linton Village College), voluntary sector groups, churches, City, County and Parish Councils, health services and housing societies in developing effective youth work provision in the designated area of work.
- Work collaboratively with The Beacon Youth Trust and local churches liaising with the committee and church leadership as required.
- Attend and represent Romsey Mill and The Beacon Youth Trust at partnership meetings, including relevant multiagency groups, locality meetings and events.
- Act as a lead professional where appropriate. Work 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 Romsey Mill youth work provision in Linton and designated surrounding areas. In addition, effectively utilise volunteers and other youth 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.
- Provide support and supervision for any relevant staff members employed by Romsey Mill and The Beacon Youth Trust
- Develop links with The Beacon Youth Trust partner churches – notably Linton Free Church and St Marys C of E - to assist in maintaining their continuing support through the provision of volunteers, financial resources and facilities.
- Work within all Romsey Mill's and The Beacon Youth Trust's policies and procedures e.g. health and safety, lone working, safeguarding etc.
- Actively engage in staff meetings and 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 The Beacon Youth Trust to individuals and organisations, reflecting the Christian values of both organisation to those whom the organisation serves.
- Lead in the recruitment and management of 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 be part of fundraising activities amongst other supporters.
- Participate in the spiritual life of Romsey Mill and The Beacon Youth Trust (through active involvement in staff team prayer time, theological reflection and other spiritual development activities) and maintain the Christian ethos of Romsey Mill and The Beacon Trust.
- 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 and The Beacon Trust.

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 collaborate with The Beacon Trust in the provision of services and 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 Development team Coordinator and indirectly supported by the Programme Manager and The Beacon Trust Trustee team.

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 Beacon Trust operates a small youth venue on the recreation ground in Linton. The worker will also make use of other facilities at schools, community centres, churches etc. They will also engage in detached/outreach work in Linton.

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. The worker will also be required to meet occasionally with the board of Trustees of Romsey Mill and The Beacon Trust.
- **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, District/City/Parish Councils and locality youth workers.

SECTION B: PERSON SPECIFICATION

1. QUALIFICATIONS:

Essential

- 3 years of professional youth work experience
- General qualification to Level 3 (A level) including Level 2 in English & Maths

Desirable

- A degree
- 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.

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 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 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:

- Identifies as a Christian, and is able to contribute actively to the distinctive aims, ethos and values of Romsey Mill and The Beacon Youth Trust (this is a Genuine Occupational Requirement).
- Regard for the Christian ethos and spiritual life of Romsey Mill and The Beacon Youth Trust (expressed through their organisational values, behaviours and opportunities for prayer and theological reflection)
- Dynamic and passionate about young people and transformation.
- A 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.
- 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.
- 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: £22,401 - £24,261

2. HOURS OF WORK:

- The role will require flexibility but the normal working week will be 37.5 hours, including evening sessions. Sunday evenings 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 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:

- The post holder is required to give 8 weeks notice following the probationary period. Romsey Mill is required to give a period of 8 weeks 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.