



Job Description:

Youth Worker

Organisation: Ripon YMCA, 5 Water Skellgate, Ripon HG4 1BQ

Responsible to: Youth Work Team Leader

Salary (FTE 37 Hours): £27,143.23

Contracted hours: up to 37 hours – evening work required

Contract length: Permanent

Job Purpose:

The Youth Worker will:

- Work with the Youth Work Team Leader to ensure that all Youth Work projects at Ripon YMCA are staffed and delivered safely and in line with funding requirements.
- Explore with other team members and partner organisations opportunities for developing projects and youth work.
- Communicate effectively with all stakeholders and ensure the smooth running of all projects.
- Support sessional staff and lead sessions where appropriate.
- Support the monitoring of projects against funded work and demonstrate how we meets the aims and outcomes of the project.
- Understand, support and drive forward the vision and values of Ripon YMCA.

Working Week:

This role will require flexibility with a regular timetable being created alongside your manager with planning and administration worked around session delivery. This will depend on the contracted hours we agree.

Currently our sessions are generally after school into the early evening.

Mondays until 6pm

Tuesdays until 8pm

Wednesdays until 7:30pm

Thursdays until 8pm

A member of staff working 37 hours will be required across all 4 days, a part-time member of staff could work 2 or 3 days. Not all staff are required for every session, and a rota will be created to distribute duties fairly.

The above hours are expected in Term Time, School Holiday Activity usually takes place in the daytime. Extra flexibility can be accommodated in school holidays or we can offer a term time only contract or compressed hours.

You will be supported to manage your hours to provide the above flexibility; starting work later in the day, using time off in lieu and a timesheet to keep track of your hours.

Project Delivery
Time Allocation 80%

The Youth Worker is responsible for;

- Planning and delivering sessions for young people
- Creating innovative, tailored and engaging activities and opportunities for young people and young adults
- Leading the delivery of projects and sessions alongside other staff and partners whilst supporting sessional staff and volunteers
- Supporting employability, learning and training activities for young adults
- Supporting 'in school' delivery of targeted interventions and projects
- Maintain effective recording systems
- Create promotional or info graphics to promote and advertise sessions and projects
- Use social media as a positive promotional tool
- Undertake a variety of administrative tasks

Partnership and Community Working
Time allocation 10%

The Youth Worker will be required to;

- Contribute to the continued development and quality of youth work delivery in Ripon
- Support the identification and development of future projects, activities and events for young people and young adults, in response to local trends, need, youth voice and consultation
- Build community awareness and champion the contribution of young people in our society
- Promote the mission, vision and values of Ripon YMCA at all times
- Engage appropriately in the wider range of services delivered by Ripon YMCA

Training and General Duties
Time allocation 10%

Staff are also required to;

- Attend regular training and development opportunities to maintain an up-to-date knowledge such as; of safeguarding, health and safety, and local policy developments
- Attend meetings (both internally and externally)
- Support volunteers
- Support/attend YMCA fundraising events and other promotional activities

Ripon YMCA is a small charity, as such this role will require flexibility, with some out of hours work and lone working within a robust culture of Health and Safety compliance.

Staff members have a responsibility to complete their allocated tasks but have an ability to show initiative and act in the best interests of the charity at any time.

Staff members have a responsibility to:

- Follow all Health & Safety guidelines
- Offer a flexible approach to their hours of work when necessary to ensure the safety and support of their colleagues

- Always maintain confidentiality and professionalism
- Engage with appropriate training opportunities for self and the wider team
- Any other tasks deemed appropriate at the request of the CEO

Ripon YMCA – Person Specification				
Role: Youth Worker				
Area	No:	Criteria	Essential or Desirable	How identified
Qualifications	1	Qualified to NVQ Level 2 or higher	E	A
	2	Further education or professional qualifications in a related area: Housing, Youth Work, Social Care, Family Support, Training, Education	D	A
	3	A full driver's licence with access to a car	D	A
Experience	4	Experience of working with young people or young adults	E	A and I
	5	Experience of working in a similar role or developing projects within a small organisation or grant funded setting	D	A and I
	6	Experience of working with volunteers and sessional staff	D	A and I
	7	Experience of maintaining effective working relationships	E	A and I
	8	Experience of delivering groupwork, events and activities	D	A and I
	9	Experience of delivering training	D	A and I
	10	Experience of working on own initiative within a team.	E	A and I
Skills	11	Ability to engage with young people and community members maintaining effective working relationships	E	A, I and E
	12	Ability to manage own workload, prioritising, recording and monitoring effectively	E	A, I and E
	13	Ability to maintain professional boundaries and work within policy and procedure	E	A and I

	14	Competent in using computers and related technology with a good level of literacy and numeracy	E	A, I and E
Knowledge	15	Have an understanding of the barriers and needs faced by young people and young adults today	E	A and I
	16	A working knowledge of safeguarding	E	A and I
Attitude	17	Self awareness and self motivated to develop this project	E	A and I
	18	A commitment to, and understanding of, equality of opportunity and diversity	E	A and I

Key:

A = Application form, I = Interview, E = exercise at interview