



Job Description:

Youth Worker

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

Responsible to: Community and Development Manager

Salary (FTE 37 Hours): £ 24,625

Contracted hours: 28 to 37 hours – evening work required

Contract length: Permanent

Overview:

We are looking for an enthusiastic and motivated individual who will support the delivery of the Ripon Youth Matters Project.

Funded for 3 years by The National Lottery Community Fund the project aims to provide young people and young adults (age 11 to 25) with a holistic range of opportunities and support in Ripon.

We are keen to find a conscientious and innovative person, who will share and support our aspiration to deliver sustainable Youth Work provision that supports young people in their personal, social and educational development to help them reach their full potential. Our plans for Ripon Youth Matters includes, term time regular sessions, school holiday events, Young Leader activities, Youth Voice sessions, employability courses, drop-ins alongside supporting partnership events and community projects.

We have the opportunity to provide a flexible contract to the right candidate, with some evening work required. Its expected that the post holder will work 2 evenings a week, with some tea-time activity. At the moment we have the Spark Project running on a Tuesday evening 6-7:30pm, and from September will have a drop-in at Ripon YMCA on a Wednesday at 4-6pm. Its likely we will develop some activity for a Wednesday or Thursday evenings. A mixture of office working and practical delivery is required and flexible hours will enable the post holder to manage their own workload. You will keep a timesheet and work with your manager to find a work routine that's suitable for the role.

Job Purpose:

Project Delivery

Time Allocation 60%

The Youth Worker is responsible for;

- Day to day planning, risk assessment, delivering and recording of Ripon YMCA youth projects
- 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 utilising the Princes Trust resources where appropriate
- Supporting 'in school' delivery of targeted interventions and projects

Administration

Time Allocation 20%

The Youth Worker will;

- Undertake a variety of administrative tasks
- Maintain effective recording systems
- Create promotional or info graphics to promote and advertise sessions and projects
- Use social media as a positive promotional tool
- Respond to queries

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
- Challenge decision makers, build community awareness and champion the contribution of young people in our society
- Promote and raise awareness of YMCA youth projects
- Liaise with stakeholders, local organisations and charities in the local community
- Promote the mission, vision and values of Ripon YMCA at all times
- Engage appropriately in the wider range of services delivered by Ripon YMCA and support the development of the strategic goals.

**Continued Personal Development / Other
Time allocation 10%**

The Youth Worker will also be 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 training delivery to 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, the tenants and the buildings
- Always maintain confidentiality and professionalism
- Identify and 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			Salary (FTE 37 Hours): £24,625	
Area	No:	Criteria	Essential or Desirable	How identified
Qualifications		Qualified to NVQ Level 3 or higher	E	A
		Further education or professional qualifications in a related area: Housing, Youth Work, Social Care, Family Support, Training, Education	D	A
		A full driver's licence with access to a car	D	A
Experience		Experience of working with young people or young adults	E	A and I

		Experience of working in a similar role or developing projects within a small organisation or grant funded setting	D	A and I
		Experience of working with volunteers and sessional staff	D	A and I
		Experience of maintaining effective working relationships	E	A and I
		Experience of delivering groupwork, events and activities	D	A and I
		Experience of delivering training	D	A and I
		Experience of working on own initiative within a team.	E	A and I
Skills		Ability to engage with young people and community members maintaining effective working relationships	E	A, I and E
		Ability to manage own workload, prioritising, recording and monitoring effectively	E	A, I and E
		Ability to maintain professional boundaries and work within policy and procedure	E	A and I
		Competent in using computers and related technology with a good level of literacy and numeracy	E	A, I and E
Knowledge		Have an understanding of the barriers and needs faced by young people and young adults today	E	A and I
		A working knowledge of safeguarding	E	A and I
Attitude		Self awareness and self motivated to develop this project	E	A and I
		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