****

**Clonard Monastery Youth Centre**

**Job Description**

**Job Title:** Youth Support Worker in Charge

**Responsible to: Centre Manager**

**Hours :** Terms and conditions30 Hours,

**Salary:**  Professional Range Pt 13 (£25,756.00) pro rata

**Holiday entitlement:** 30 days plus 12 statutory days

**Job Summary/main purpose**

The Youth Support Worker in charge will be responsible for supporting the centre manager and staff/volunteers in developing the range of services to maximise the Centre's use by young people for agreed purposes, in line with the management committees strategy and EA funding policies.

**DUTIES & RESPONSIBILITIES**

**1** **Managing & Developing a Range of Services**

**1.1** To work directly with young people by assessing their needs and

providing an agreed programme of activities designed to meet

those needs.

**1.2** With the centre manager and staff team, develop an Annual Action Plan and

contribute to the overall strategic plan for the Youth Service at CMYC.

**1.3** Ensure the active participation of young people in agreed youth

work programmes and in the management of the centre.

**1.4** In consultation with the Centre manager ensure that

objectives are achieved through implementation, monitoring and

 self evaluation of agreed work programmes.

**1.5** Establish contact with, listen to, befriend, advise, support and act

as an advocate for young people.

**1.6** Encourage and participate in the residential and outdoor education

elements of the programme.

**1.7** Promote and develop inter-community activities.

**1.8** Be responsible to the Centre manager for all management,

administration and financial matters relevant to the Youth Centre.

**1.9** To engage in appropriate fund raising related directly to the

approved programme.

**1.10** To provide support to youth groups within the local community.

**1.11** To engage where appropriate and approved outreach and detached youth work programmes within the local community.

**1.12** Encourage the emotional, personal, physical, social and spiritual development of the young people involved in programmes, providing opportunities for young people to grow and develop according to their needs and in line with Clonard Monastery Youth Centre’s ethos and vision.

**2 Developing Staff and Facilities**

**2.1** Work with the Centre Manager to support the development, implementation

evaluation and management of activities, services and facilities in line with

the agreed priorities for the centre and as required within the local

community.

**2.2** To work with the Centre manager to provide support and training for the staff and volunteer team..

**3 Working with Agencies to Develop Services**

**3.1** With the Centre manager, work with relevant agencies to develop services

and at local community level.

**4 Leading Project Development**

**4.1** In line with agreed priorities design and implement specific

curriculum related projects within the centre and at local community

level.

**5 Responsibility for Staff**

**5.1** In agreement with the Centre manager, supervise appropriate staff, including the management and allocation of duties within the centre.

**5.2** Ensure the implementation of Clonard Monastery Youth Centre policies and procedures through the programme activities i.e. child protection, equal opportunities, anti sectarianism, sexual harassment, health and safety, risk assessment etc. thereby promoting good practice and safe systems of work and any other appropriate policies and procedures required.

**Personal Specification – Clonard Monastery Youth Centre Youth Support Worker in Charge**

Person Specification is a picture of the skills, knowledge and experience needed to carry out the job. It has been used to draw up the advert and will also be used in the short listing and interview process for this post.

|  |  |
| --- | --- |
|  | **Essential** |
| **Education/Training** | Professional recognised Youth and community work qualification or in final year of working towards recognised professional Youth work qualifiation |
| **Experience** | Two - fours years experience working with young people in a youth and community role.Substantial experience of front line youth and community work in a variety of settings including experience of working with young people experiencing difficulties in their lives, supporting them in addressing issues in a non formal learning environment.Experience of delivering youth services to evidence impact.Evidence of dealing with child protection, safeguarding and health and safety issues.Experience of supporting a staff team of full, part-time and voluntary staff, including staff development and training opportunities.Experience of project monitoring and evaluation, including preparing and maintaining records and assessing and reporting on performance in order to demonstrate impact |
| **Knowledge** | A thorough knowledge of the issues currently facing young peopleA working knowledge and understanding of the ethics and principles of youth work, including strategies that encourage social inclusion and promote the empowerment and participation of young people.Knowledge of how to measure the impact of youth provision against a range of strategic outcomesGood working knowledge of relevant safeguarding, risk assessment and Health and Safety procedures. |
| **Skills** | Proven skills to communicate effectively through a range of media, verbally and in writing, with colleagues, professional staff and volunteers, young people and parents, people from a wide range of services and communities.Proven skills to support volunteer and staff teamsSkills in planning and the ability to contribute to the design and implementation of systems and procedures concerned with quality, evaluation and performance of provision provided.Self sufficiency in IT skills including data managementEvidence of ability to engage with and positively influence people. |
| **Aptitude** | Ability to relate to and communicate with people across a wide age and ability range and from diverse backgrounds.Ability to design and apply effective youth work strategies which demonstrate impact on young people in a positive manner.Ability to work within Clonard Monastery Youth Centre’s vision and mission. |
| **Circum-stances** | Must be able to work flexible hours – evenings and weekends and occasional meetings outside normal working hours.Must be able to commit to occasional residential workMust be available to attend training, team meetings and staff development meetings when required.Completion and approval of a Criminal Records check at Enhanced level.if the preferred candidate |