**Job Description**

**JOB TITLE:** **Youth Inclusion & Development Worker**

**RESPOBSIBLE TO:** Youth Worker In Charge

**BASED AT:** Newhill Youth & Community Centre, 261 Whiterock Road, BT12 7SX.

**CONTRACTED HOURS:** 10 hours per week

**SALARY:** £12.46 per hour

**CONTRACT:** Fixed term contract until 31March 2025 (subject to continuous funding)

**JOB DESCRIPTION:**

Newhill Youth & Community Centre works with young people aged 9 to 25 from the Upper Springfield are. The project employs a ‘needs’ led, and outcome driven community youth work approach, which affirms the voluntary, emancipatory and democratic nature of the relationship between youth worker and young person. This unique youth work project supports the social inclusion of marginalised young people from the Upper Springfield area by supporting and enhancing their rights, participation, education, health and well-being.

**KEY TASKS & RESPONSIBILITIES:**

1. To design and deliver youth and community programmes which enhances young people’s social inclusion.
2. To design and deliver programmes/initiatives which enhance young people’s active participation in the issues, services and decisions that impact on their lives.
3. To design and deliver programmes which provide opportunities for young people to raise their aspirations, confidence, self-esteem and their ability to learn and grow.
4. To design and deliver community youth work programmes which improves young people’s safety, health & well-being.
5. To support the weekly youth work delivery schedule of Newhill Youth & Community Centre including but not exclusively; youth club; street works; mentoring; homework club; group work.
6. To advocate and campaign with and on behalf of young people to ensure services, interventions, legislation and policies recognise children and young people’s rights that improves their life chances.
7. To assist in the organisation and delivery of events and initiatives which champion young people from the Upper Springfield area and celebrate their achievements and success.
8. To ensure the evaluation and monitoring of all programme delivery is in line with current best practice standards.
9. To assist and carry out fundraising activities as the work of the Newhill Youth & Community Centre requires.
10. To promote the work USDT’s Newhill Youth & Community Centre with relevant stakeholders.
11. To produce accurate and timely reports of all work delivered as and when required.
12. To ensure compliance with all USDT policies in particular reference to child protection, lone worker, health and safety, equal opportunities and communication policies.
13. To commit to your own continuous personal, skills, training, development and growth.
14. To respond to the needs of young people via the need for flexible working hours, including early mornings, evenings, weekend and residential work.

**There are a number of standard duties and responsibilities that all employees irrespective of their role and level of seniority within USDT are expected to be familiar with and adhere to:**

* To participate in all relevant training when required
* To observe all relevant health & safety rules and regulations
* To promote and comply with all policies on diversity and equality both in the delivery of services and treatment of others.
* To ensure confidentiality at all times, only releasing confidential information obtained during the course of employment to those acting in an official capacity and in accordance with the provisions of GDPR.
* To comply with protocols on the appropriate use of telephone, e-mail and internet facilities
* To comply with the principles of risk management in relation to individual and corporate responsibilities
* To observe and adhere to all policies & procedures.
* To carry out any other relevant tasks, which may from time-to-time, be required.

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| *The concept of team working means that a flexible approach to work areas is required from the post holder. The work areas identified above are not exhaustive and only represent current principle tasks. The post holder may therefore be required to carry out other duties as determined by USDT from time to time.* |

**PERSONNEL SPECIFICATION**

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| Essential Criteria | Essential | Interview/Application |
| Qualifications | | |
| Be a qualified youth worker in accordance with the JNC report for youth and community workers and one year’s post qualifying experience in a community youth setting.  OR  Hold a recognised youth support worker qualification (i.e., OCN Level II Community Youth Work) and at least 1 years’ recent experience working with young people in a community setting.  OR  Working towards a recognised youth support worker qualification (i.e., OCN Level II Community Youth Work) and at least one year’s recent experience working with young people in a community youth work setting. | Essential | Application |
| Experience | | |
| Minimum of one year’s experience of any of the following;  Working with marginalised young people / Designing and delivering personal development group work-based programmes / delivering youth outreach programmes / sports coaching/ youth mentoring. | Essential | Application/ Interview |
| Knowledge | | |
| Of current issues that affect young people living within disadvantaged communities. | Essential | Application/ Interview |
| Of working to current standards of best practice in relation to child protection and confidentiality. | Essential | Application / Interview |
| Of existing services, resources, agencies and organisations working with young people within the Upper Springfield area. | Essential | Application/Interview |
| IT competent | Essential | Application |
| Skills & Personal Qualities | | |
| Effective written and oral communication skills including report writing and presentation skills. | Essential | Application/ Interview |
| Effective personal and interpersonal skills and ability to relate to children and young people particularly those who experience forms of marginalisation and social exclusion. | Essential | Application / Interview |
| Self- management, good organisational skills, ability to work on own initiative and as part of a team. | Essential | Application / Interview |
| Flexible approach to working hours, evening and weekend work is a pre-requisite within this post. | Essential | Application / Interview |
| Desirable Criteria | | |
| Experience / qualifications in any of the following:  outdoor or experiential learning / creative arts / sports development / coaching | Desirable | Application |