

## Job Description: Youth Worker in Charge

- **Location:** Masbro Centre, Hammersmith and Fulham
- **Job Hours:** 36 hours
- **Rate of Pay:** £32,565 to £35,208
- **Accountable to:** Parenting and Projects Performance Manager
- **Supervisory Responsibility:** Part-time Youth Workers

### The primary purpose of the role is:

- To plan, co-ordinate and oversee the running of the Masbro Youth Club, incorporating an exciting and informative programme of recreational activities and workshops which engage with a minimum of 250 young people per year between 11-19 years of age and up to 25 with special educational needs.
- To provide for the informal and social educational needs of young people accessing the youth club, specifically ensuring the needs of the most vulnerable young people are met.
- To ensure the London Borough of Hammersmith and Fulham Service Level Agreement project outcomes are met, and that the provision is accessible and appropriate to young people regardless of gender, disability, race, ethnic identity, social background and sexuality.
- To manage a team of part-time youth workers and volunteers and liaise with workers and agencies to develop a responsive, effective and high-quality service.

### Main duties and responsibilities:

1. To manage the delivery of a high-quality youth club, open to young people between the ages of 11-25 years 3 evenings a week, 48 weeks per year.
2. To develop a programme of activities within the youth club, working with external agencies to provide both recreational and informal activities, as well as structured group based themed workshops.
3. To ensure a programme of activities which includes:
  - a. Health and Wellbeing (including mental and sexual health) Workshops

- b. Support to access Education, Employment and Training
  - c. General Information, Advice and Guidance Workshops
  - d. Recreational activities, including arts, sports and IT based activities
  - e. Support to undertake volunteering activities
4. To work with and consult with young people to ensure a programme of activities is available which reflects their needs and areas of interest.
  5. To work with young people between the ages of 11-25 years (focusing on those within the 13-19 years bracket) from the local area, and specifically ensuring the needs of vulnerable young people are met within the youth club. This is to include the needs of those from priority groups such as those excluded from education, teenage parents or looked after children.
  6. To work with a team of part time youth workers and volunteers, managing the staff team on a day to day basis, and taking responsibility for their work with young people, ensuring the provision of an effective and high-quality service.
  7. To work face to face with a variety of young people, using a variety of youth work methods to encourage participation and promote responsibility.
  8. To ensure that each young person regularly accessing the youth club has a personal development plan which they have contributed towards and which the staff team are supporting the young person to work towards.
  9. To work closely with partner agencies to support young people's needs and make referrals to services where appropriate.
  10. To be responsible for the co-ordination of, and participation of young people in the Masbro Youth Forum, ensuring young people are active in shaping the service, and that of local services. Via the forum, to link young people in to the Borough Youth Forum and UK Youth Parliament.
  11. To actively promote the youth club to young people via a range of media and outreach into the local community.
  12. To undertake consultation and develop satisfaction surveys to ensure the needs of users of the youth club are being met.

13. To use IT and other recording systems to gather data for the purposes of monitoring and reporting.
14. To adhere to the project monitoring and reporting as outlined within the Service Level Agreement, and in addition, providing the Parenting Projects and Performance Manager with updates / additional reports as needed.
15. To oversee budgeting for the day to day running of the project.
16. Develop positive relationships with local statutory and voluntary organisations, including local residents and the Police, working to ensure a safer community for all.
17. To keep up to date with current developments and trends in youth work practice.
18. To work towards obtaining the London Youth Gold quality mark.
19. To assist in the recruitment and induction of part time members of staff.
20. To attend staff meetings, liaising where suitable with colleagues from other Urban Partnership Group projects and areas of work.
21. To adhere to safeguarding policies at all times, keeping up to date with safeguarding training, and ensuring all children accessing the youth club are safe from harm, taking appropriate action where uncertainty is raised.
22. To ensure health and safety regulation and policy is adhered to at all times.
23. To promote and adhere to Equal Opportunities Policies.
24. To contribute to fundraising activities that will support the ongoing development of the youth club.
25. To undertake any other appropriate duties as instructed by the Parenting Projects and Performance Manager.

## Person Specification: Youth Worker in Charge

1. Hold a recognised qualification in working with young people (JNC youth work or teaching)
2. Relevant experience of working with young people in a multi-racial, inner city area and an understanding of the particular issues they face.
3. Ability to effectively plan, co-ordinate, and deliver a youth curriculum offer appropriate to the needs of 11-19 year olds and up to 25 with special educational needs.
4. Ability to effectively manage and motivate a team of part time youth workers and volunteers.
5. Ability to communicate effectively, verbally and in writing, with senior managers, external agencies, colleagues, parents and young people.
6. Ability to work independently and on own initiative, with excellent time management skills and an ability to manage a range of projects at any one time
7. Understanding of the issues relating to multi-agency working and ability to undertake such work effectively.
8. An understanding of the legislation pertaining to work with young people and safeguarding, and the ability to implement policies in relation to the job responsibilities.
9. An ability to monitor outcomes, achieve targets, evaluate projects and report results.
10. Demonstrate a commitment to the UPG's Equal Opportunities Policies, showing the ability to co-ordinate, integrate and implement these policies in relation to the specifications and responsibilities of the role of Youth Worker in Charge.
11. The ability to successfully motivate and engage young people in youth work programmes.