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**Job Description**

**Job Title:** Lead Community Youth Worker

**Reports To:** Board of Trustees

**Responsible for:** Community Youth Workers (2)

**Hours: 18** hrs per week

**Salary:** £14.60 per hour

**Contract:** Fixed term 12 month contract

**Job Information**

This post seeks to promote the personal, educational, creative and social developments of young people, helping them reach their full potential. To contribute creating a safe and supportive environment where young people learn to;

treat themselves and others with kindness and respect

discover exciting new ideas and activities they are unlikely to experience anywhere else

laugh, learn, experiment, make mistakes and thrive

grow into motivated, positive, resilient and caring citizens

**Essential Job Functions:**

* Engage young people and families to shape and take part in range of organised activities
* Manage and support Community Youth Workers and Volunteers to agreed work plans
* Have responsibility to ensure all activities are effectively risk assessed and that all risk controls are implemented at all activities
* Having conversations with young people, identifying issues affecting them and how their needs can be met
* Mentoring, coaching and supporting individuals, encouraging young people to develop their self-awareness, independence and individuality
* To lead on the delivery of informal and formal learning and enabling young people to take part in award schemes and volunteering
* Enable young people to actively participate in their community and within the Letham Community Wellbeing Hub
* Identifying where targeted youth support is needed and facilitate referrals and connections
* Ensure that all evidence of projects are properly documented, and that work is evaluated and reported in accordance with contractual commitments
* Taking part in outreach activities, both independently and in partnership with other services
* Developing and building strong community relationships with external stakeholders ie schools and colleges
* Staying informed on legislation, local and national issues, and best practice in youth work
* Ensuring child protection procedures are followed and that the safeguarding of young people is paramount
* Carry out all duties in accordance with Letham4All SCIO employee policies

**Person Specification**

* Friendly, cheerful, positive and self-driven

**Education, qualifications or experience**

* Relevant youth work experience and appropriate qualification
* Proven experience of delivering accredited awards for young people
* Experience of working with children and/or young people in an inner city environment
* Experience of organising small scale events or coordinating projects is desirable

**Knowledge, skills and abilities**

* Excellent communication skills, with the ability to quickly establish positive relationships with young people and motivate them to participate in activities and events
* Strong leadership skills and the ability nurture a team environment
* Good organisational and administration skills with proficiency in Microsoft Office and social media
* Knowledge and experience of leading and delivering informal and formal learning and award schemes
* Understanding and appreciation of the importance of monitoring and evaluation in a youth work setting
* Politically and creatively aware and ‘plugged in’ to emerging youth sub-culture
* Positive about embracing challenge and change, open to experimenting, new ideas, reflective practice and working with other organisations in a spirit of partnership
* Ability to prioritise effectively and enjoy multi-tasking in a busy environment
* A believer in strongly supportive environments, sharing and being open with colleagues
* A working understanding of safeguarding children and young people and how to maintain appropriate professional boundaries
* A working understanding of equality and diversity with the ability to challenge discriminatory behaviour

**Working Demands:**

A flexible approach with most work activity taking place in evening and occasionally at weekends

**Package:**

* £14.60 per hour
* 18 hour working week
* 20 Days Annual Leave including 6 Public Holidays 1st, 2nd January Good Friday , Easter Monday ,25th and 26th of December – pro rata
* Initial 3 month probationary period
* 1 month notice period

**About Letham4All**

Letham4All is a Scottish Charitable Incorporated Organisation which aims to support the advancement of community development through maintaining and managing the Letham Community & Wellbeing Hub and providing recreational facilities, physical and social activities with the aim of improving the conditions of life of the community.