**JOB DESCRIPTION – Youth/Peer Support Assistant – flexible working hour’s**

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| Post Title: | Youth/Peer Support Assistant |  |  |
| Section:  Salary Scale: | Youth  £10.85 per hour  see terms & conditions of contract |  |  |
| Responsible to: | Youth Worker |  |  |
| Responsible for: | Support and assist with the development of our Buddy Mentor and Youth Work programmes as a major resource for young people assisting and supporting the development of existing and new initiatives through ongoing work with the young people |  |  |

**JOB PURPOSE**

Your duties will include assisting and supporting the Managing Director, young people and volunteers with the ongoing development of the Buddy Programme and youth work programmes

**PRINCIPAL WORKING CONTACTS**

Managing Director

Youth & Peer Support Assistants

Volunteer Youth and Peer assistant

Buddy Mentors/Trainers

Young People

Schools

Partner Organisations

**MAIN DUTIES**

1. Support & assist with the creation of learning opportunities and activities, which are inclusive and are based on an open and accepting attitude towards young people. Adopt approaches, which are innovative and flexible.
2. Support & assist in the development of innovative and creative approaches which challenge young people’s perceptions of their immediate community through the use of peer led approaches and a diverse range of training opportunities.
3. Consult with young people through group work to develop appropriate training opportunities focusing on issues relating to substance misuse, gambling, disrupted studies, truancy, crime related activities, emotional health and personal development.
4. Ensure that practice is carried out in an effective and efficient manner
5. Support the facilitation of appropriate accreditation for young people which contributes to and enhances educational attainment.
6. Provide support and encouragement for young people with self - assessment to achieve accreditation.
7. Assist and support staff & young people with Identifying and developing age appropriate health promotion resources
8. Assist and Support in preparation, planning and participation of residential days, weekends or longer events with Buddies/Mentors/Youth groups, all young people and any joint arrangements within wider organisation.
9. Involve and support young people in a process of active participation and democratic decision making.
10. Involve young people in channeling their views to strategic planning processes and decision making networks.
11. Support individuals and groups to participate in the project
12. Contribute to the collection of data to facilitate the identification of local needs as required.
13. To contribute to the monitoring and evaluation of the project.

**OTHER DUTIES**

This job description is a broad picture of the post at the date of preparation. It is not an exhaustive list of all possible duties and it is recognised that jobs change and evolve over time. Consequently, this is not a contractual document and the Post holder will be required to carry out any other duties to the equivalent level that are necessary to fulfill the purpose of the job.

**Person Specification**

**Job Title Youth/Peer Support assistant**

**Essential**

1. Ability to communicate effectively, verbally and in writing, with a wide range of

people.

2. Available to work after 2pm daily, evening and weekend’s

**Desired**

Knowledge and Understanding

1. Experience and/or understanding of community-based work within a relevant

field – voluntary sector, community education, drama, health or social work.

2. Relevant professional/vocational qualification and/or relevant experience

(Volunteer or mentor role)

3. Experience or knowledge of drugs, alcohol, gambling, emotional health,

bereavement and young people

2. Ability to work using own initiative within a team setting

3. Ability to work under pressure

4. Partnership working particularly with schools