



## **Haldane Youth Services**

### **Job Description**

**Job title:** Youth / Outreach Worker

**Responsible to:** Project Manager

**Salary:** £12.00

**Hours:** 16 hours per week must be flexible as hours may vary and this will include some evenings and weekends

**Duration:** This post is fixed term for 2 years- (may be extended pending funding)

**Purpose of the role:** Your main role will be to help deliver a programme of exciting and engaging high quality activities that children and young people can experience and enjoy, whilst improving their health and wellbeing. Supporting children and young people, to make friendships, learn together and become more connected to their local community. You will work closely with children, young people, their families and any relevant partners, to ensure they are informed and supported to participate in any programmes, and any other community-based activities.

#### **Youth / Outreach Worker Duties**

- Provide outreach support which includes delivering outreach services to children and young people in the West Dunbartonshire area.
- Work flexibly across the local community and other locations as required, including occasional evenings and weekends.
- Provide support to project team to help deliver sessions across all our projects.
- Provide support to our breakfast/Lunch Clubs club during school holidays.
- Attend meetings, schools, residential and courses as requested.
- Encourage children and young people to help plan and choose the kind of activities that they would like to do enabling them to experiment and learn about themselves and the world around them.
- To keep up-to-date records, files (chronological reporting, visit and contact reports, Outreach files, accident / incident forms etc.) and paperwork for activities ensuring monitoring and evaluation procedures are adhered to.
- Work with, supervise and support children and young people at all times making sure that safety procedures are followed conforming to the project's Child Protection and Health & Safety policies and other relevant policies and complete any appropriate reports e.g., accident / incident forms.
- Encourage good behaviour and deal with any challenging behaviour in accordance with the projects policies and procedures.
- Preparation and clearing up of activities/areas.

- Contribute to joint working and partnership working ensuring positive relationships with all concerned.
- Carry out all duties and responsibilities and activities within the Equal Opportunities framework.
- Attend training and meetings as requested.
- To liaise with parents, carers, professionals and partnership agencies.
- Undertake any other reasonable duties as directed by the Management Committee.