

Y sort it

Job Description



Post Title: **Youth Activity Worker**

Location: **West Dunbartonshire**

Term: **18 Month Fixed Contract**

Reports To: **Planet Youth Management Team**

Salary Scale: £21,840- £23,865 Pro-rata

Hours: **Part Time (21 Hours per Week)**

Job Description

We are seeking a dynamic, highly motivated individual who will play a key role in developing and delivering a program of youth work activities for children and young people (primarily aged 8-11) across West Dunbartonshire.

Your role will involve creating play, learning and wellbeing activities for those aged 8-12 years, to help support them in developing friendships, learning new skills and have fun. This will be delivered all year round including supporting our current youth club, group and holiday provision.

You will be active at providing support and encouragement, helping children & young people to overcome challenges and /or barriers working towards goals to improve their confidence, skills and personal growth, especially as they transition from Primary to High School.

You will be plan, deliver and lead a wide variety of high quality workshops or play-based activities for children & young people, creating a safe, stimulating, and inclusive environment, which will promote physical, social, emotional, and intellectual development.

Your role will involve working closely with family members, schools, partner agencies by building quality relationships with children and families. You will create and strengthen links between children, young people and their wider community by connecting families to other support services.

The post holder should be flexible as the actual times of work will involve working, evenings, school holidays and weekends. The post holder should be flexible as the actual times of

work may change to respond to the demands of the work of the Planet Youth Work programme including overnight stays.

You will be directly managed by Y sort it Planet Youth Team Leader.

Purpose and Objectives

We want every child and young person to be happy, healthy, resilient, and have the best possible start in life. We want them to be able to form friendships, learn new skills and have fun.

The role of the Youth Activity Worker is mainly to support children and young people through the transition from primary to high school, as this can be a challenging time for children and young people, with early intervention being key.

The postholder will have a primary focus on working directly with our children and young people in a wide variety of outdoor and indoor group settings, to engage with and meet the often complex needs of the children and young people we cater for.

The postholder will provide critical support to Y sort it, schools, and communities to deliver our youth work programme across West Dunbartonshire, including supporting West Dunbartonshire Family Wellbeing Hubs.

You must demonstrate recent knowledge and experience of the Promise, GIRFEC (Getting it Right for Every Child), UNCRC (United Nations Convention on the Rights of the Child).

Requirements

You will have a relevant qualification or evidence of previous experience working within social work, healthcare or youth/community/ play work / voluntary work or in the field of Health

Promotion, or relevant / equivalent experience, working with children, young people and / or families.

Please note, a driving license is essential for this role.

Responsibilities:

Planning, delivering and leading engaging play, learning and youth work activities, opportunities and programmes for children & young people, ensuring a balance of structured and free play.

Prioritise the safety and well-being of children & young people by adhering to safeguarding policies and procedures.

Establish positive relationships with young people and families, building trust and creating a supportive environment.

Collaborate with colleagues to create a cohesive and effective youth work team.

Maintain open and effective communication with young people, parents/carers, and other professionals.

Complete necessary paperwork and records, including attendance registers, accident/incident reports, and activity plans.

Practice regulatory hygiene standards to ensure used areas are kept safe and comfortable for all staff and service users.

This post is considered Unregulated Work with Children and/or Protected Adults, under the Protection of Vulnerable Groups (Scotland) Act 2007. The preferred candidates will be required to join the PVG Scheme, or undergo a PVG Scheme update check, prior to a formal offer of employment being made by Y sort it.

Please note, a driving license is essential for this role.

Main Role & Key Duties

- Plan, deliver and lead high quality and varied youth workshops/experiences and programmes catered to the sometimes-complex needs of children / young people in the service.
- Provide support for young people on a one to one basis and support them in making informed choices around issues relating to their learning and as a young person.
- Advocate on behalf of young people on a range of issues responding to individual complex needs.
- Develop and deliver issue-based group work, learning opportunities and training for around a range of key issues according to need.
- In collaboration with colleagues, develop and maintain a schedule of awareness and or promotion initiatives in line with Planet Youth Scotland.
- Work with colleagues and wider Y sort it teams to identify areas of unmet need, develop ideas and contribute to plans and funding options to address need.
- Keep up to date with changes in legislation and local services which may affect the lives of young people in our service
- Ensure expenditure is maintained within budgetary constraints and financial policy and procedures are practised.
- You will have excellent oral and written communication skills with the ability to communicate with a variety of stakeholders, good interpersonal skills.
- You will have good assessment and reporting skills with the ability to work with members of the public, to work without constant supervision.

Administration

- Organise and manage your workload in an effective and efficient manner.
- Ensure prompt completion of any accident/incident forms and always follow child protection processes.

- Provide quality feedback, both written and oral, on your work as required by your line manager.
- Keep orderly and confidential records of all work completed and ongoing for individuals
- Keep up to date records of your work as directed by your line manager.
- Collect data and monitor and evaluate activities to ensure outcomes are achieved and documented for young people
- Ensure availability diaries and timesheets for your own work, are submitted weekly by the appropriate deadlines. Training and Development
- Engage in team meetings, focus groups and monitoring and evaluation meetings for efficient running of the organisation and its services.

Skills & Abilities

- Ability to empathise with, and relate to, young people.
- Ability to engage young people & families
- Good teamwork approach
- Commitment to self-development and learning
- Excellent administrative & IT skills including Microsoft office
- Supportive and enabling approach
- Ability to demonstrate initiative
- Ability to prioritise and organise own workload
- Excellent communication and interpersonal skills.
- Ability to be responsive and flexible.

About us

“Y sort it is a young person led service, providing opportunities that responds to the support needs of local young people and inspires them to reach their full potential- we will #Connect #Support #Inspire WD Young people”.

Y sort it Youth project is aimed at young people aged between 8-18 years old that reside within West Dunbartonshire.

Y Sort It are the representing organisation for the Planet Youth within West Dunbartonshire our aim is to deliver quality youth work experiences to young people 8-18 across West Dunbartonshire using youth work as a vehicle to prompt changes in the wider community.

Under the Planet Youth Approach, the young people of West Dunbartonshire will reach their full potential through learning and have the capacity to make informed choices and play a key role in decisions that affect their lives. To find out more about Planet Youth Scotland visit <https://www.planetyouth.scot/>

Application notes

Application deadline is 11th Sep 2024

Interviews will be held on 17th Sep2024

Late applications will not be accepted.

To apply for this role, please read the application guidance and send completed application form by email to info@ysortit.com

If you would like a confidential discussion about this role please contact Elysse Swainson, Planey Youth Manager elysse@ysortit.com (Mobile) 07938184264