

# Y sort it

## Job Description



Post Title: **Youth Outreach Worker**

Location: **West Dunbartonshire**

Term: **12 months fixed contract**

Reports To: **Y sort it Planet Youth Team Leader**

Salary Scale: **£12 per hour**

Hours: **6hrs per week including two evenings & weekends**

*This post is considered Regulated 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.*

### **Job Description:**

We are looking for highly motivated and enthusiastic Youth Outreach Workers who are passionate about developing and delivering quality, engaging & fun activities that are accessible to children & young people across West Dunbartonshire via youth outreach work on the streets of West Dunbartonshire.

You will have the main role of providing outreach provision and activities across West Dunbartonshire in various outdoor locations, supporting children and young people to access diversionary activities. You will mainly target those 12+ years, at time and place that is making our service more accessible to those that do not access mainstream activities – the Youth Outreach Workers will sign post and support young people to current provisions, local youth activities as well as support. You will as part of the Youth Work Team create opportunities where there is gaps in provision for young people to come together in a safe space and participate in activities and learning opportunities.

You will be part of a Youth Work team delivering exciting and engaging high quality activities that children & young people they enjoy, whilst improving their health & wellbeing, making friendships, and becoming more connected to their local community.

You will be in possession of a full and clean driving license – we have People Carries available that you will be driving as part of your role.

You will have the ability to

- Guide, support and facilitate access to programs, services and opportunities that may be of assistance or responsive to needs and requests from young people including providing information regarding relevant programs, services & and opportunities for young people via outreach work in the community
- Develop and deliver quality, engaging & fun youth work activities for young people across West Dunbartonshire
- Mapping & develop linkages and maintaining effective working relationships with other community services/agencies to facilitate contacts and services for youth
- Engage young people (and their families) to identify issues and barriers to accessing youth services.

### **Main role and key duties:**

- To support children and young people's involvement in the planning and delivery of youth work that meets their needs
- To plan, deliver and evaluate activities which support, connect and inspire children and young people in West Dunbartonshire, whilst improving their health and wellbeing, access to outdoor learning opportunities and connections to their local communities
- To understand and abide by the organisations policies and procedures, including Health & Safety, Risk Assessment, Data Protection, Confidentiality and Child Protection and Vulnerable Adults.
- To work in partnership with key local organisations
- To liaise with parents, carers, professionals and partner agencies
- To maintain your knowledge of local services and partners, to ensure you can provide accurate information to young people.
- To maintain up to date and accurate records of youth work sessions and any other youth work activities delivered.
- Ability to apply and adapt to different communication styles striving for an inclusive approach
- Practice discretion when dealing with confidential information such as Safeguarding
- Commitment to working in a values-based culture including non-discriminatory and equal opportunities practice
- Work independently as well as part of a team

### **Administration**

- Organise and manage your workload in an effective and efficient manner
- 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
- Produce information, data and analysis for quarterly and annual reports
- 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

- Engage in team meetings, focus groups and monitoring and evaluation meetings for efficient running of the organisation and its services
- To attend and contribute fully to all team meetings
- To actively participate in support and supervision and annual appraisal with your line manager
- Undertake appropriate training as part of continuing professional development
- To organise and manage your workload in an effective and efficient manner.
- To act in accordance with the organisations code of conduct and policies at all times
- To carry out other such duties as agreed with the organisation

## **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. We are unique in the fact that Y sort is governed by a Youth Management Board, with all members registered as company directors. This ensures that Y sort it continues to be FOR young people BY young people of West Dunbartonshire.

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.

## **Application notes**

The actual times of work will involve working during the day, early 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 service.

In addition, you will be expected to contribute to the work of the wider organisation.

Application deadline is 6<sup>th</sup> January 2024

Interviews will be held week commencing 13 Jan 2024

Late applications will not be accepted.

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

To apply for this role, please read the application guidance and send completed application form by email to [info@ysortit.com](mailto:info@ysortit.com)

If you would like a confidential discussion about this role please contact Eddie  
O'Rourke, Planet Youth Team Leader [eddie@ysortit.com](mailto:eddie@ysortit.com) Mobile: 07926 752 024