

Job Description

Position: Youth Worker
Responsible to: Youth Work Manager

Purpose of the Job

- To plan, organise and deliver a programme of interesting, fun youth work activities in consultation with the young people that access the service, ensuring they are at the centre of their own planning.
- To facilitate a much needed safe space in the community for children and young people to engage in a range of youth work opportunities, encompassing informal education, fun and issue based sessions.

Key Duties:

- Consult with young people to determine suitable activities that match their needs and interests
- Plan, implement and deliver a programme of creative activities within The Hub, with occasional activities taking place off-site
- Carry out risk assessments
- Liaise with the staff team and volunteers at the beginning of each session to ensure the planned content relates directly to the service aims and objectives
- Liaise with the Project Manager before each session regarding local issues/safety or other concerns
- Keep up to date with issues affecting young people
- Purchase/order any materials, equipment or food required for the sessions
- Keep a register of all attendees
- Motivate, encourage and support young people to participate fully in the sessions
- Identify any relevant issues that could be developed into new areas of work, feeding back to the Project Manager on an ongoing basis
- Document and observe sessions, recording information gathered using agreed tools, measures and indicators of success for project monitoring and evaluation of outcomes
- Participate in debrief with the staff and volunteers after each session to identify the session outcomes, highlight any issues that arose and any new potential areas of work
- Undertake other activities as directed by Line Manager or CEO to support the needs of the organisation
- Undertake activities that will allow Space to respond to opportunities that arise from additional funding, service trials, or pilots and other innovative projects

Professional Responsibilities:

- Exercise your professional duty of care towards young people and the community users attending the Youth Club and when organising events and activities.

- Be fully conversant with the principles of GIRFEC and their application in practice
- Undertake Child Protection Training and other training relevant to the position
- Keep abreast of current research and practice development, bringing up relevant issues
- Understand fully the requirement for confidentiality in all areas of your work
- Maintain professional boundaries with participants of the Youth Club.

Team Work & Behaviours:

- Effectively communicate, engage and inspire staff across the projects, and foster collaboration and team work throughout the organisation, including involvement in team meetings.
- Work to Space and sector legislative, ethical, policy and procedural requirements.
- Understand the requirement for confidentiality in our work and adhere to GDPR regulations.
- Care for the work environment to promote effective and harmonious working.
- Team work including taking part in the induction of staff and supporting other team members including offering constructive challenge where appropriate.
- Nurture a culture of kindness and uphold the integrity of Space whilst living our values
- Continuously monitor your area of responsibility and identify areas for improvement and organisational learning.
- Undertake relevant Continuing Professional Development and interest in the latest relevant literature.

Line Management, Support and Supervision

- Report to the Youth Work Manager on a weekly basis and undertake regular Support & Supervision.
- Provide on-shift support to Youth Club volunteers.

Youth Worker Person Specification

Knowledge, Skills & Experience	
Have a minimum of one years' experience working directly with young people in a youth work setting	Essential
Have a sound understanding of the needs and challenges faced by young people and their families, in particular those who are living in areas of deprivation	Essential
Have experience of working with a wide range of young people, including those from BME communities, those who have additional support needs and those who have faced challenging life circumstances	Essential
Experience of designing, planning, running and evaluating youth work sessions, whilst also being able to demonstrate how you have engaged young people to get involved in each of these elements.	Essential
Be fully conversant with GIRFEC and Child Protection/Safeguarding procedures	Essential
Have a flexible communication style with the ability to motivate others, challenge where appropriate, and deliver/receive constructive feedback	Essential
Be highly organised in order to keep accurate records and provide relevant data for funder reporting.	Essential
Have a good understanding of Health & Safety practices including carrying out risk assessments	Essential
Excellent English communication skills	Essential
Have a professional qualification in Youth Work, Community Education, Child Care or another topic you feel is relevant and beneficial to this role or be prepared to work toward this	Desirable
Competent and comfortable with the use of Microsoft Office software (Word, Excel, PowerPoint, Outlook, Teams).	Desirable
Experience of training and supporting volunteers	Desirable
Knowledge of young people's/family support services across Edinburgh	Desirable
Values & Personal Attributes	
Show genuine enthusiasm for all elements of youth work and a desire to support young people to flourish	Essential
Be prepared to live our values and nurture a culture of compassion and kindness	Essential
Have excellent interpersonal skills to naturally form and manage appropriate relationships with a range of people of all ages and walks of life	Essential
Be patient and respectful of all people, whatever their background	Essential
Be a role model for staff and stakeholders, showing optimistic, determined and positive leadership to support our organisational aims and outcomes	Essential
Have an appreciation for the impact of, and a desire to work in, the Third Sector	Essential