

Marches Family Network

Job Description & Person Specification



Post reference: MFN/YW/1222

Location: Sessions in and around Hereford and/or Leominster

You can choose to work in any one or more of these venues.

Job title: Youth Worker

Reports to: Youth Leader

Level/Grade:	Type of position:	Hours:
£9.56 per hour, plus holiday pay at 12.07% – paid monthly in arrears	Casual	Varied
Enhanced Disclosure required.		

Job summary

To implement activities and programmes under direction of the Youth Leader.

To be responsible for the health, safety, welfare and wellbeing of children and young people age 3- 25 years attending the activity. To contribute to the planning and organising of stimulating and creative opportunities.

To be part of a team at a range of venues/ settings.

Main Duties and Responsibilities

- To work directly with children providing activities appropriate to needs of children at the agreed venue or place.
- To use information and acknowledge/record achievements attained by children and young people
- To ensure good communication with parents/carers, families and staff
- To ensure all concerns are passed on promptly in the appropriate manner
- To record any changes in information and provide effective and appropriate communication with the office staff
- To ensure compliance with the Charity's Health and Safety policies and procedures and general duty of care under the Health and Safety at Work Act 1974
- To ensure a working knowledge of the Charities policies is maintained
- To report any safeguarding concerns promptly following the Charity's Safeguarding and Child Protection Policy and Procedures
- To ensure the care and safety of children under care.
- To inspire confidence and provide appropriate positive support for children for the entire session.
- To take personal initiative in the delivery of activities using a range of resources and techniques to enable the children and young people to express themselves and develop
- To assist the work of colleagues in the promotion and improvement in the work of the Charity.
- To ensure confidentiality at all times

Main Job Activities

- To directly support and work with children/young people at agreed venues.
- To work under the direction of the Youth Leader
- To set up and dismantle range of equipment on a daily basis, including loading and unloading of the van, cleaning, reporting breakages and packing away correctly.
- To support co-workers and volunteers.
- To complete signing in sheets and any other returns as required within given time scales
- To ensure that all paperwork is completed accurately and promptly.

- To meet with the Youth Leader as required with regard to service improvement and development and attend compulsory training days.
- To act as a member of the team at any venue.
- To encourage involvement and consultation with children and parents/families in planning and evaluation services under general direction of the Youth Leader.

Person Specification

Experience/Work experience (length and type of experience needed)

Essential

- Willingness and strong motivation to work with children with disabilities/additional needs on an individual and team basis in community, health or educational setting.
- Voluntary or work experience with children, including children with disabilities/additional needs, in community, health or educational setting.

Desirable

- Experience of working with children with disabilities/additional needs in community, health or educational setting/s.

Qualifications and Training (min qualifications needed, relevant experience may be a substitute, particular training already taken)

Essential

- Maths and English pass at GCSE or equivalent.
- Following personal development plan that includes work with children with disabilities.

Desirable

- NVQ level 2 or above (or equivalent) in Play Work or equivalent qualification
- Competent in British Sign Language, or similar
- Disability related training or experience within last three years
- Specialism in arts, sports or recreational activity or similar

Skills and abilities (to do the job effectively)

Essential

- Able to inspire confidence, care for and support children.
- Able to communicate effectively with children with additional needs.
- Able to work as part of a team and contribute to needs of whole organisation.
- Able to support colleagues.
- Able to work without continual supervision.
- Able to successfully contribute to work of small groups at varying times, places and situations on a regular basis.
- Able to follow policies into practice for the benefit of children with additional needs.

Desirable

- Able to represent organisation confidently in area of responsibility

Other Factors (e.g. ability to work outside office hours, physical demands of job)

Essential

- Must be able to work evenings/weekends
- Must be able to travel/drive across the area of work
- Must be able to carry out physically demanding jobs as part of the setting up of session activities
- Willing to undertake any training to ensure the successful completion of the job.

Reviewed by: Rae Chambers, December 2022

Title: Manager

Date employed