

Job Description

- Job Title:** Youth and Digital Engagement Worker
- Location:** Various Locations
- Responsible to:** Youth Worker Project Lead
- Responsible for:** N/a
- Job Purpose:** To deliver a youth club project, and offer support on our digital youth work platform.

Main Responsibilities

Service Delivery

- To deliver youth work in the evening
- To support young people who are taking part in the programme, ensuring their views are respected and listened to.
- Meeting regularly with young people;
- To encourage and empower young people to move from the status of recipients towards that of contributors.
- To ensure that young people are treated with respect and dignity, and are empowered to make informed decisions about their own lives.
- To develop the use of and support of volunteers in the Programme. Ensuring that successful young people, who are involved in the programme, can become Peer Mentors.
- Working alongside partner agencies.
- Working on our digital platform, ensuring this is kept up to date with information with the youth clubs and checking the safeguarding bot to ensure we are up to date with any concerns.
- To monitor and update all YMCA Norfolk Youth Social Media and to continue building a successful and appropriate following to help advertise all community services run by YMCA Norfolk.
- Advertise and collect content for the on-line and onsite projects through various digital platforms including FB, Instagram, Twitter etc
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Safeguarding

- To ensure that YMCA Norfolk’s Safeguarding Procedures, Policies and Operational Guidance are delivered in line with our values and ethos.
- To ensure the primacy of safeguarding children, young people and adults within or connected to YMCA Norfolk.



YMCA NORFOLK

- To promote the welfare of children, young people and adults within or connected to YMCA Norfolk.

Internal Communications

- To ensure effective liaison with YMCA Norfolk staff and volunteers regarding relevant issues and information.
- To input into cross-locality and cross-organisational working groups if requested, to support wider organisational objectives.

Development

- To champion youth participation and support involvement processes within YMCA Norfolk and the programme.
- To ensure that the service provided by YMCA Norfolk is developed by a commitment to continuous improvement and quality assurance.

Performance Management

- To ensure that the performance and contractual requirements of YMCA Norfolk and its funders are met and that young people receive a high quality person-centred service that is in line with YMCA Norfolk's values.
- To work to YMCA Norfolk's Outcomes Monitoring Framework, to evaluate the success for young people and use this to improve service delivery and innovate.
- To be alert to and manage risk effectively in all locations.
- To ensure all reporting is completed on time and is of the required detail and quality.
- To adhere to all lone working policies and risk assessments provided for you by YMCAN.
- To actively take part in required mandatory training as part of the yearly cyclical training calendar.
- To operate within clear professional boundaries and work within YMCA Norfolk's Staff Code of Conduct.
- To operate within the Behaviours Framework embedded across the organisation.
- To implement and adhere to YMCA Norfolk's Policy and Procedures at all times

Involvement

- To actively encourage a culture of involvement and inclusion of young people in the work.

Equality and Diversity

- To act in accordance with all equality and diversity policy and procedures, to ensure that the Association is compliant with legal and regulatory requirements.



Christian Ethos

- To work in line with the Christian values of the organisation within the service area.
- To ensure all policies, procedures and working practices within the service area support the Christian ethos and values of the Association.

To carry out any other tasks that may be required from time to time in accordance with the post holder's capabilities and the changing working environment.

Terms and Conditions

Pay:	Grade D £10.78 per hour
Hours:	22.5 hours per week
Contract:	minimum hours contract permanent
Annual Leave:	33 days (pro rata) per annum inclusive of Bank and Public Holidays.
Pension:	Access to contributory stakeholder pension scheme after 3 months
Notice Period:	1 Month
Conditions of Appointment:	Satisfactory references and satisfactory DBS check. This post is subject to a 6 month probationary period.
In Service Training:	Time allowed for in-service training, subject to budgetary provision.

<p>Scale Staff</p>	<p>n/a</p>
<p>Sites</p>	<p>Visits to YMCAN offices will be required from time to time.</p>
<p>Discretion to Act</p>	<p>Any expenditure within the role is to be approved by the Senior Youth Engagement Worker.</p>
<p>Environment</p> <ol style="list-style-type: none"> 1. YMCA Norfolk operates on a 24 hour, 365 days per year basis. 2. Unsocial hours 3. Risk 	<p>In extreme circumstances, the post holder may need to be contacted in the event of an emergency related to their Service Area.</p> <p>The post will require you to meet with youth groups on a weekday evening. There may also be evening meetings and work on some weekends.</p> <p>The post holder works detached so the potential risk is assessed as being medium. Youth workers will be in pairs at all times and Out of Hours support will be applied.</p>



Person Specification

Job Title	Youth & Digital Engagement Worker	
Category	Essential	Desirable
Knowledge	K1- Knowledge of collecting "content" and putting together and posting basic video's and/or Podcasts	K2 - Demonstrable understanding and up to date knowledge of Youth work policy and practice.
Skills	<p>S1 - Engagement skills with young people and adults from a variety of backgrounds.</p> <p>S2 - Excellent interpersonal skills, sufficient to communicate effectively with a wide range of staff, young people and external contacts.</p> <p>S3 - Excellent written and verbal communication skills.</p> <p>S4 - Time and project management skills.</p> <p>S5 - Engagement skills with young people and adults from a variety of backgrounds via digital platforms such as Zoom, Skype etc...</p>	
Aptitude	<p>A1 - Competent user of MS Outlook, Word, PowerPoint and Excel.</p> <p>A2 - Able to develop strong positive working relationships with colleagues.</p>	
Experience	<p>E1 - Experience of working in a partnership setting.</p> <p>E2 - Experience of youth participation and involvement.</p>	



	<p>E3 - Experience of acting in an advisory capacity, confidently making recommendations to external partners.</p> <p>E4 - Experience of running small group sessions /activities with young people.</p>	
Education	<p>Q2 - "O" level / GCSE or Equivalent in Maths and English.</p> <p>Q3 - Evidence of recent relevant training.</p>	<p>Q1 - JNC qualification in youth work (professional youth worker see www.nya.org.uk for more details) or equivalent.</p>
Christian Ethos	<p>V1 - In sympathy with the Christian Identity of the YMCA</p>	
Personal Qualities	<p>P1 - Able to present self and work effectively.</p> <p>P2 - High levels of honesty, integrity and discretion.</p> <p>P3 - Able to work with and support young people from all backgrounds.</p>	
Circumstances	<p>C1 - Able and willing to work unsocial hours.</p> <p>C2 - Hold a full driving licence and have own transport.</p>	
Health	<p>H1 - Able to meet the requirements of the post with or without reasonable adjustment.</p>	
Equality and Diversity	<p>O1 - An understanding of equality and diversity.</p>	

