

Job Description

POST DETAILS	
Post Title	Senior Youth Engagement Worker
Location	Countywide
Department	Communities
Reports to	Community Partnerships Manager
DBS Level	Enhanced Child and Adult Barred List

Main purpose and scope of the post
Front line management and delivery of detached youth work projects across Norfolk. To deliver front line youth work in the youth clubs that have been commissioned. Manage the sessional workers at the Youth clubs across all sites. Support management to undertake reporting to funders and seek opportunities to expand the service. Implement agreed youth work standards within YMCA projects and other areas commissioned for. 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.

Principal Duties and responsibilities
<u>Service Delivery</u> To deliver at our Youth clubs up to four evenings per week across Norfolk as required. Meeting regularly with young people to engage participation and maintain weekly numbers. To encourage and empower young people to move from the status of recipients towards that of contributors via peer mentor scheme or volunteering within the clubs. To ensure that young people are treated with respect and dignity and are empowered to make informed decisions about their own lives. To manage a team of sessional youth engagement workers delivering in youth clubs across Norfolk to always promote delivery of a consistent and varied, and high quality programme. To develop the use of and support of volunteers in the programme. To utilise marketing strategies such as regular social media posts, leafleting, school visits to ensure high attendance figures for all clubs you lead. Working alongside partner agencies in order to promote a positive relationship and expanding on current provision across Norfolk. Work with partners to promote youth work standards in YMCA services along with other areas we are commissioned to deliver in. Responsible for youth club monies on a day to day basis undertaking weekly banking and cash up process. To be the main key holder for each youth club that you lead.

Principal Duties and responsibilities

To ensure that accurate written records are completed following each club delivery onto Inform.

Carry out Risk assessments and reviews for each club and planned activities when necessary.

To support the Management to compile and share reports to commissioners as per SLA's requirements.

Ensure that the clubs are sufficiently resourced with toys, equipment and tuck items.

Line Management

To line manage youth engagement workers, including carrying out supervisions, appraisals and identification of training needs and personal development.

Complete monthly payroll, leave requests and sickness records.

With support from Management, Fully induct new staff to the service, ensuring mandatory training and onboarding is planned and accessed.

To plan and execute the weekly rotas for staffing of the Youth Clubs you lead, ensuring agreed operational staffing levels are maintained.

Keep abreast of developments within the industry, attending relevant forums and network events, as necessary.

To be the main safeguarding lead for all youth clubs that you lead, in line with our policy.

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.

To promote the development of the YMCA youth club offer across Norfolk.

Performance

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 on Inform is completed on time and is of the required detail and quality.

To submit reports to funders as required.

Involvement

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

Internal Communications

To ensure effective liaison with other YMCA Norfolk staff and volunteers regarding relevant issues and information.

Principal Duties and responsibilities

To input into cross-locality and cross-organisational working groups if requested, to support wider organisational objectives.

Christian Ethos

In sympathy with the Christian ethos of the YMCA and uphold its values.

Other Duties

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.

Unsocial Hours

YMCA Norfolk operates on a 24 hour, 365 days per year basis.

In line with other staff, the post holder may need to be contacted in the event of an emergency related to their service area.

Occasional projects, meetings and social events will require working evenings and weekends.

Safeguarding Statement

YMCA Norfolk is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff, external workers and volunteers to share this commitment.

Equality, Diversity and Inclusion Statement

YMCA Norfolk is committed to creating a truly equal and inclusive environment. The people we support are diverse individuals and so are we. We aim to recruit and retain great people from a wide variety of backgrounds, not just because it's the right thing to do, but because it makes us stronger and expect all staff, external workers and volunteers to share this commitment.

Special Demands

The jobholder is required to deal with some special demands on a frequent basis which are:

Physical Demands - include bending, stretching, standing for long periods, extensive keyboard use beyond standard office work, climbing, lifting, and carrying, or aerobic or sporting activity.

Environmental Demands - include working in unpleasant conditions or exposure to hot, cold, dust and other elements.

Mental Demands - include long periods of concentration whilst subject to interruptions, dealing with highly repetitive tasks, high requirement for attention to detail.

Mandatory and Role Specific Training

All post holders are required to complete mandatory training in line with organisational requirements, as outlined in the Mandatory Training Logbook on PeopleHR. In addition, there may be role-specific training that the post holder will be expected to complete as part of ongoing development. It is the responsibility of the individual to ensure this training remains up to date.

PERSON SPECIFICATION	Example	Essential or Desirable
Skills & Abilities	Engagement skills with young people and adults from a variety of backgrounds.	Essential
	Excellent interpersonal skills, sufficient to communicate effectively with a wide range of staff, young people and external contacts.	Essential
	Excellent written and verbal communication skills.	Essential
	Time and project management skills.	Essential
Experience	Experience of working in a partnership setting.	Essential
	Experience of youth participation and involvement.	Essential
	Experience of acting in an advisory capacity, confidently making recommendations to external partners.	Essential
	Experience of running small group sessions /activities with young people.	Essential
Knowledge inc. qualifications	Understanding of effective participation methodology.	Essential
	Competent user of MS Outlook, Word, PowerPoint and Excel.	Essential
	"O" level / GCSE or Equivalent in Maths and English.	Essential
	Evidence of recent relevant training.	Essential
	Minimum of Level 6 in Youth Work. Candidates who do not currently hold the Level 6 Youth Work Qualification will be expected to undertake it as part of the role. This will be supported through an apprenticeship pathway.	Desirable
	Demonstrable understanding and up to date knowledge of Youth work policy and practice.	Desirable
Personal Attributes and Desired Behaviours and other requirements	Able to develop strong positive working relationships with colleagues.	Essential
	Able to present self and work effectively.	Essential
	High levels of honesty, integrity and discretion.	Essential
	Able to work with and support young people from all backgrounds.	Essential
	Able to meet the requirements of the post with or without reasonable adjustment.	Essential
	Hold a full driving licence and have own transport.	Essential

**It's the manager's responsibility to review and update the employee's Job Description should the role/duties change as per the recruitment policy.*