



JOB DESCRIPTION

DEPARTMENT:	Hailsham Town Council – Hailsham Youth Service
LOCATION:	Hailsham and Hellingly
JOB TITLE:	Part Time Youth Worker
HOURS OF WORK:	Sessional between 5:30pm-9:30pm
GRADE:	JNC Pay Scale: 5 (£25,580-£26,225 p/a) Pro Rata for part time hours
RESPONSIBLE TO:	Lead Youth Worker/ Youth Service Manager/ Deputy Youth Service Manager

MAIN PURPOSE OF THE JOB: To deliver a programme of youth work activities, events and services to meet the social, educational, emotional, behavioural and developmental needs of young people.

KEY RESPONSIBILITIES

1. To work directly with individual and groups of young people to deliver a range of youth work programmes, activities, and services.
2. To establish contact with young people as part of a local programme, delivering youth work in a range of settings including centre based, group work, outreach and detached.
3. To assist in the delivery of information, advice and support for young people using a range of youth work approaches.
4. To work as part of a team encouraging peer motivation, development and support to other staff and volunteers.
5. To contribute to the planning, delivery and monitoring of youth work sessions.
6. To undertake basic administration to ensure smooth running of youth work sessions.
7. To implement Hailsham youth service policies and procedures in the workplace relating to Child Protection, Health & Safety and Equal Opportunities policies.
8. To undertake other duties appropriate to the grade and character of the work as may reasonably be required by negotiation.

This job description sets out the duties of the post at the time when it was drawn up. Such duties may vary from time to time without changing the general character of the duties or the level of responsibility entailed. Such variations are a common occurrence and cannot of themselves justify a reconsideration of the grading of the post.

Person Specification
Post Title: Part Time Youth Worker
Location: Hailsham / Hellingly
Grade: JNC Pay Scale 5

	Essential Criteria	Desirable Criteria	Method of Assessment
Key Skills & Abilities	<ul style="list-style-type: none"> • Be informed on current issues concerning young people. • To design and deliver activities with and for young people. • Be sensitive to the needs of young people and have the ability to relate to them at a meaningful level. • To work flexible and anti-social hours including evenings and weekends. • Be able to plan and deliver specific projects that engage young people. • Ability to converse at ease with customer and provide advice in accurate spoken English. 	<ul style="list-style-type: none"> • Group work with young people. 	<ul style="list-style-type: none"> • Application form • Interview
Education & Qualifications	<ul style="list-style-type: none"> • Evidence of literacy, numeracy and ICT skills. • L2 Qualification – Diploma in Youth Work – to be completed within 2 years of appointment. 		<ul style="list-style-type: none"> • Application form • Interview
Knowledge	<ul style="list-style-type: none"> • Understanding of issues affecting young people. • Understanding of issues around equality of opportunity. • Understanding of safeguarding of children and young people. 		<ul style="list-style-type: none"> • Application form • Interview
Experience	<ul style="list-style-type: none"> • Working with young people in a youth work setting. • Working in a team and on own initiative. 	<ul style="list-style-type: none"> • Session planning and evaluation and ability to lead activities. 	<ul style="list-style-type: none"> • Application form • Interview
Personal Attributes	<ul style="list-style-type: none"> • Listening skills. • Honest, reliable, conscientious, self-disciplined and committed. • Possess energy, enthusiasm and self-motivation. • Creative thinker. 		<ul style="list-style-type: none"> • Application form • Interview
Other	<ul style="list-style-type: none"> • Current driving licence and car owner. 		<ul style="list-style-type: none"> • Application form

Health & Safety Functions

This section is to make you aware of any health & safety related functions you may be expected to either perform or to which may be exposed in relation to the post you are applying for. This information will help you if successful in your application identify any health-related condition which may impact on your ability to perform the job role, enabling us to support you in your employment by way of reasonable adjustments or workplace support.

Using display screen equipment	<input checked="" type="checkbox"/>
Working with children/vulnerable adults	<input checked="" type="checkbox"/>
Moving & handling operations	<input checked="" type="checkbox"/>
Vocational driving, driving light goods vehicles, people carrying vehicles or forklift trucks	<input checked="" type="checkbox"/>
Lone Working	<input type="checkbox"/>
Shift work	<input checked="" type="checkbox"/>
Night work	<input type="checkbox"/>
Climbing/Working at height	<input type="checkbox"/>
Working with hazardous substances, skin irritants, sensitisers, and/or with biological agents or chemical agents in a laboratory	<input type="checkbox"/>
Working with dangerous machinery	<input type="checkbox"/>
Exposure to noise and /or vibration	<input type="checkbox"/>
Handling food	<input checked="" type="checkbox"/>
Exposure to blood /body fluids	<input type="checkbox"/>
Providing healthcare	<input type="checkbox"/>