

# HANGLETON & KNOLL PROJECT

## JOB DESCRIPTION

Title	Youth Activities Worker
Location	Project Base - St Richard's Community Centre, Egmont Rd, Hove, East Sussex, BN3 7FP.
Salary Scale	NJC salary scale spinal point 15 -22; £17,072 - £20,661 pro-rata pa. Incremental annual pay increase.
Hours	3-9 hours per week – with evenings and occasional weekends necessary
Reports to	Senior Youth Worker in the first instance, Area Lead Coordinator Youth Work

### Main Tasks of the Post are:

- 1) Assisting the Senior Youth Workers and Area Lead Youth Work Coordinator with Young People in delivering activities for, and with, young people:
  - 1.1 To assist with delivering activities for, and with, young people
  
- 2) To build relationships with young people through a range of activities and to help young people build positive relationships with the wider community
  - 2.1 To offer befriending and support to young people when required, bearing in mind the need to refer to specialist agencies whenever appropriate
  - 2.2 To be aware of relevant information and rights issues which affect the lives of young people
  - 2.3 To become familiar with the culture, the existing range of activities, networks, agencies, resources and demographic breakdown of the community in which they work
  
- 3) To undertake regular monitoring and evaluation of work carried out and to assist the HKP in continual evaluation of its work
  - 3.1 To support briefing and debriefing of sessions
  - 3.2 To assist with other monitoring activities, as appropriate

4) To adhere to HKP's Equal Opportunities Policy; Anti-Discrimination Statement and be mindful of the Safeguarding Policy & responsibilities

4.1 All Project staff are required to be active against prejudice.

4.2 A positive attitude towards Equal Opportunities and Anti-Discrimination practice should permeate all aspects of the work

5) To undertake all other reasonable tasks and responsibilities, as requested by the line manager

**Conditions:**

The worker will be employed by the Hangleton & Knoll Project under their normal conditions of employment, as outlined in the Contract of Employment.

The normal conditions, as outlined in the Contract of Employment include:-

- All new staff work to a 6 month probationary period at the end of which an assessment will be conducted.
- Holiday entitlement is 25 days a year pro rata plus discretionary days at Christmas plus Bank Holidays pro rata.
- There is a pension scheme which offers 6% contributions
- Whilst hours for all staff are normally worked during Monday to Friday, occasional weekend working is sometimes required and this post requires a minimum of 3 evenings to be worked
- There is no facility for 'overtime pay' - time off 'in lieu' is negotiated and we try to be flexible with hours worked, bearing in mind the needs of the users.

If you would further information please contact Michelle Old on [michelle.old@hkproject.org.uk](mailto:michelle.old@hkproject.org.uk) giving your best contact number

**PERSON SPECIFICATION**  
**Essential Skills, Knowledge and Experience**

**ESSENTIAL:**

1. Experience of youth related work
2. Ability to communicate effectively with young people
3. Commitment to meeting the needs of young people while working in a local community setting
4. Willingness to learn from practice, as part of the supervision process, and through appropriate training
5. A strong commitment to Equal Opportunities and expression of this through practice
6. Ability to work two evenings a week, occasional weekends, and in a variety of settings (on the streets, parks, community centres, young people's homes, etc.)
7. Ability to communicate effectively with all sections of the local community, while helping young people appreciate their relationship and responsibilities to the wider community
8. Ability to bring a positive and enthusiastic approach to the work, and to motivate others
9. The ability to work on own initiative and manage own workload
10. Computer literacy, including the use of word processing, spreadsheets and email

**DESIRABLE:**

1. Qualification in youth or community work
2. An understanding of community development work, its aims and methodologies
3. Skills in arts, sports or other recreational activities