

# HANGLETON & KNOLL PROJECT

## JOB DESCRIPTION

Title	Youth Worker
Location	Project Base - St Richard's Community Centre, Egmont Rd, Hove, East Sussex, BN3 7FP.
Salary Scale	NJC salary scale spinal point 23-30; £21,268 – £26,822 pro rata; negotiable depending on experience and qualifications
Hours	19 hours per week – with unsocial hours necessary and an expectation of working 3 evenings per week.
Reports to	Area Lead Coordinator Youth Work

### Main Tasks of the Post are:

- 1) To become familiar with the culture of the area, and the existing range of activities, networks, agencies, resources and demographic breakdown.
- 2) To work with young people directly in a variety of settings, individually and in groups, including on the streets, in parks, public places, cafes, community centres, Project offices and to sustain relationships with young people within a variety of settings
- 3) To work with the Project's strong commitment to community development work with young people. This will involve helping young people identify their own needs and to help the young people work towards meeting these needs in a way that promotes their own active involvement. The eventual aim of the work is that young people will control and manage their own groups and activities. The workers role is to empower young people and enable them to become self-sufficient.
- 4) To offer befriending, support and advice to young people when required, bearing in mind the need to refer to outside and specialist agencies whenever appropriate or possible.
- 5) To be aware of relevant information and rights issues that affect the lives of young people – e.g. housing, drugs and alcohol issues, welfare rights, employment rights and equal opportunities.
- 6) To provide regular written reports for the Project's Management Committee and funding agencies
- 7) To help prepare funding applications, where appropriate, in consultation with the Area Lead Coordinator, including assisting young people's groups worked with to prepare their own funding applications. To manage small budgets where appropriate.

- 8) To assist the Area Lead Co-ordinator in ensuring that where funding applications have been successful the funds are used for the purpose outlined in the application and that any further requirements of the funder are met, including monitoring and evaluation.
- 9) To supervise the work of volunteers, where necessary, through regular supervision sessions.
- 10) To maintain good working relationships with other relevant agencies and individuals including: YMCA, Brighton & Hove Council, Clinical Commissioning group, Public Health and local community organisations.
- 11) To update the Aspire database.
- 12) To support young people to influence the types of services provided locally.
- 13) To ensure that young people are provided with accreditation opportunities such as the Brighton & Hove Youth Achievement Award.
- 14) To operate within the Project's established office, administrative and financial practices.
- 15) To adhere to the Project's Equal Opportunities Policy, Safeguarding Policy and Anti-Discrimination Statement. All Project staff are required to be active against prejudice from colleagues and other adults and young people. A positive attitude towards equal opportunities and anti-discrimination practice should permeate all aspects of the Project's work.
- 16) To undertake all other reasonable tasks and responsibilities as requested by the Youth Work Co-ordinator and Project 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

## Youth Worker Person Specification

### Essential Skills and Experience

1. Significant experience of Youth Work and evidence of relevant training/qualification.
2. An ability to negotiate, engage and develop positive relationships with young people.
3. Ability to work within a variety of settings and contexts, community, detached, centre based, group work and one to one.
4. Ability to work as part of a friendly, mutually supportive team.
5. Commitment to young people and supporting their aspirations for themselves and their community, The ability to motivate and encourage young people.
6. Interest in, and understanding of, working in the local community. Belief in voluntary action and community activism
7. IT and Administration skills, including email, online recording systems and writing reports and managing small budgets.
8. Ability to bring a positive and enthusiastic approach to the work.
9. Good all round communication skills.
10. Good organisation and time management skills.
11. Ability to negotiate and mediate between individuals and groups and deal with conflict.
12. Commitment to Equal Opportunities, inclusive practice and Safeguarding.
13. Ability to work on own initiative.
14. Experience of initiating new pieces of work or projects.
15. Ability to relate well to different sections of the community.

### Desirable Skills and Experience

1. Skills in some form of arts, sports or other recreation activities.
2. Counselling/Coaching skills
3. Project development and management
4. Experience of Fundraising.
5. Driving Licence - minibus