

## **Youth Worker Vacancy for New Generation Community Trust**

Blackfen Community Library are excited to be able to recruit for a Youth Worker.

We are looking for a bright, energetic person to develop our youth offer.

Currently we provide Volunteering Opportunities and CV support for young people and regular self esteem courses for teenage girls.

The right person will develop our youth offer and build on our partnerships with other youth organisations.

### **Job Description and Person Specification**

Job Type: Part time including some evenings

Salary: £12 per hour, 10 hours per week

Work Location: In person Sidcup Area

### **Main Duties and Responsibilities**

- To build a plan and deliver a programme of groups and activities for young people and students
- To ensure the safeguarding of and promote the welfare of young people that are participating in the programme
- To engage with young people to increase attendance in the groups and activities
- To manage the induction process of new students and youth into the programmes
- To work closely with partners in the delivery of programmes
- To effectively communicate with partnering organisations
- To ensure high quality delivery of services through regular reviews with all parties
- To manage and report on service evaluation ensuring the achievement of the agreed outcomes
- To manage referrals and maintain an accurate and confidential system of records

### **Safeguarding**

- To ensure that policies and procedures are complied with and to contribute to any updating as required
- To participate in and complete safeguarding training as required
- To follow reporting procedures to ensure the young person's welfare is always paramount

### **Management and Development**

- To ensure compliance with regulatory NGCT policies and procedures with particular regard to Child Protection, Equal Opportunities and Health & Safety
- To ensure the appropriate behaviour and conduct of any volunteers / support staff, their provision of quality care and their development

- To help to build and oversee a volunteer team with a focus on young people
- To contribute to staff and volunteer recruitment and training activities when required
- To attend regular meetings with NGCT management and provide regular reports to line manager on the activity of provision
- To ensure that all records are kept confidentially and maintained in line with our Data Protection Policy

### **Desired Work Experience**

- Experience working with children, young people or community settings
- Experience working, delivering and implementing projects and activities

### **Person Specification**

- Ethos and Values: We ask that you are able to work within the values and community focus of the Library's vision and are able to positively reflect these values through your work.
- The ability to develop and create programmes and activities
- Excellent interpersonal skills with the ability to confidently build and maintain relationships with youth, students, volunteers, staff and external bodies
- Demonstrate suitability to work with young people and an understanding of working with young people in need
- Flexible, willing to adapt and a positive attitude
- Good organisational skills and the ability to work independently on own initiative
- Able to work as part of a team and have close working relationships with all members of staff in particular Team Leaders, volunteers and senior leadership of the Library.
- Allowed to legally work in the UK

This job description is a general outline of the job duties and responsibilities and may be amended as NGCT grows and the role develops. This post will consist of other duties that may well be reasonably required from time to time.