**Youth Worker - Job Description**

**Job Title:** Youth Worker.

**Responsible to:** Hungerford Youth and Community Centre Trustees.

**Salary:** £22,200 pro rata.

**Hours:** 27 hours a week (the successful candidate will be expected to work 3 evenings a week and occasional weekends) **A job share could be considered.**

**Supervises:** Adult Volunteers and Young Volunteers.

**Supervised by:** Line manager will be the Centre Manager.

**Main responsibilities**

* To work with the Centre Manager and Trustees to develop youth services through the centre. These will include open access provision and targeted group work for young people aged 9+. Remote/online sessions and detached work may be required as dictated by Covid 19 status.
* To maintain the ethos of HYCC by providing a caring, safe and supporting environment for young people.
* To encourage and enable young people to develop and meet their potential as individuals and within their community.
* To run #ICE (pre-existing club for children with additional needs.
* To run a programme of activities over the school holidays.
* To offer advice and support to young people, on a range of issues and to signpost to targeted/specialist services when appropriate.
* To set up a user group forum to ensure young people are involved in planning activities.
* To recruit and support a group of adult and young volunteers.
* Maintain and strengthen relationships with key stakeholders and partners

Additional tasks associated to main duties:

* To work with the Centre Manager, Trustees and Young People to create and abide by a behaviour and complaints policy.
* To identify and report any safeguarding concerns relating to young people.
* To ensure that all work at HYCC is risk assessed and managed to minimise risk and maximise opportunity for young people, volunteers and the worker themselves.
* To keep and maintain up to date records of young people who use the centre – including contact and emergency details and consents.
* To ensure that sessions start and finish at set times, to enable debrief and feedback of volunteer helpers.
* To maintain any equipment used in sessions and report any losses or breakages to the Centre Manager.
* With the Centre Manager, to ensure regular user feedback to the Trustees – to report to and attend Trustees Meeting.
* To monitor and evaluate the youth work within the centre and work within a set budget.
* To attend regular supervision meetings with the Centre Manager.
* To undergo training that will enable personal and workforce development.
* To undertake any other relevant duty related to the further development, promotion and sustainability of the organisation as agreed with the Centre Manager.
* This role is subject to an Enhanced DBS check.