

Hungerford Youth and Community Centre Youth Support Worker - Job Description

Job Title: Youth Support Worker

Responsible to: Trustees of Hungerford Youth and Community Centre Charity

Supervises: Sessional Youth Support Worker, Adult Volunteer Helpers, Young Volunteer Helpers.

Supervised by: Director of Hungerford Youth and Community Centre.

Hours of work and salary: 10 hours/week, with a possibility for an enthusiastic person to increase their hours to 20 or more/week. The majority of this work will be late afternoons, evenings and weekend work. Hourly rate: £12.70 - £15

Job Summary and Role

To fulfil the role of Youth Support Worker at Hungerford Youth and Community Centre. The main tasks of the role are as follows.

- 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 organise and lead sessions for young people on term time Monday and Wednesday evenings 5:30 to 8pm.
- To attend staff meetings, usually on a term time Tuesday 1pm.
- To work in HYCC's youth team to design a programme that ensures the Centre runs weekly session for:
 - Years 5 -6
 - Years 7-8
 - Years 9 and above
 - #ICE (club for children with additional needs).
 - Home ed. Club (for home educated children)
- To help run a programme of activities in some weeks of the school holidays.

- To organise and run occasional day trips for young people.
- To offer advice and support to young people, ensuring that young people are able to access up to date and appropriate information – including on emotional and physical health, sexual health, drugs and alcohol abuse, anti-social behaviour. This can include signposting and linking young people to targeted/specialist services, as well as written information and online support.
- 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 staff.
- To ensure that young people who attend the sessions are involved in planning activities; to set up a young people's user group/forum.
- To recruit and support adult volunteer helpers and young volunteer helpers.
- 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 Director of HYCC.
- To set in place and follow HYCC policies and procedures together with young people, trustees and volunteer helpers where appropriate.
- With Director of HYCC, to ensure regular user feedback – to report to and attend staff meetings and trustee meetings.
- Liaise and co-ordinate with other groups and agencies.
- To keep a timesheet of working hours.