

BYHP
Job Description
Youth and Community Worker

Salary: NJC Spinal Points 29 – currently £24,645 pro rata

Hours of work: 22 per week, flexible working, including regular evenings and weekends

Responsible to: Chief Executive Officer

Responsible for: Volunteers and Sports contractors

Post Objective:

- **To develop and run Youth services from the new Youth and Community Centre outreaching as appropriate to the local community**

Main Duties and Responsibilities

1. Service Delivery

1.1 You will work with the CEO and Crisis Services Manager at BYHP to develop the youth and community service.

1.2 You will deliver youth club and support and advice services to young people in the BYHP Centre in Grimsbury, Banbury.

1.3 You will recruit volunteers to deliver the youth clubs, training them to deliver the clubs after a year.

1.4 You will maintain effective partnerships with other agencies to develop the youth and community work from the centre, coordinating other agencies utilising the building and developing a coherent offer to young people which complements existing provision.

2. General

2.1. You will promote and publicise the services.

2.2 You will meet the outcome monitoring and evaluation requirements of the post.

2.3 You will keep clear, confidential records in line with the Data Protection Act, and be able to communicate effectively in writing and verbally. You will be able to create letters, reports, policies, bid documents and speak to a variety of audiences.

2.4 You will work in line with BYHP's Policies and Procedures, e.g. Child Protection, Equality and Diversity, Health and Safety, etc.

2.5 You will work within BYHP's Code of Conduct and professional boundaries at all times.

2.6 You will participate in supervision, appraisals, meetings and training as agreed with your Line Manager.

- 2.7 You will work on your own initiative and meet strict deadlines.
- 2.8 You will maintain effective working relationships with internal colleagues.
- 2.9 You will support and manage volunteers and sports contractors.
- 3.0 You will develop, encourage and support the involvement of young people in all aspects of the service, enabling them to assist running the youth clubs in the medium term.
- 3.1 You will take on other responsibilities as appropriate and as agreed with your Line Manager.

**BYHP (Working with Young People)
Person Specification
Youth and Community Worker**

	Essential	Desirable	Method of Assessment
Experience	<ul style="list-style-type: none"> ▪ Minimum of two years experience of working with young people aged 16-25 ▪ Experience of 1:1 support work. ▪ Experience of group work with young people with a range of vulnerabilities. ▪ Experience of working on own initiative toward defined objectives and targets. ▪ Experience of working in partnership with other professionals. ▪ Experience of effective monitoring and evaluation systems. ▪ Experience of assisting in compiling bids for external funding. 	<ul style="list-style-type: none"> ▪ Work within a community or voluntary organisation. ▪ Experience of working in holistic way using a variety of mediums. 	<ul style="list-style-type: none"> ▪ Application and interview
Skills and Knowledge	<ul style="list-style-type: none"> ▪ A good understanding of the dynamics of group work ▪ Knowledge of youthwork practice 	<ul style="list-style-type: none"> ▪ Computer skills ▪ Knowledge of children and families, welfare rights/benefit systems 	<ul style="list-style-type: none"> ▪ Application and interview. ▪ Short written assignment of

	<ul style="list-style-type: none"> issues ▪ Knowledge of Child Protection legislation and protocol. ▪ Ability to communicate effectively both verbally to individuals and in writing. ▪ Ability to work as part of a team. ▪ Ability to plan, initiate and deliver pieces of work within specified time limits. ▪ Ability to plan, implement and monitor several projects at once. ▪ Ability to work in an empowering way with young people. 		presentation.
Qualifications and Training	<ul style="list-style-type: none"> ▪ Recognised qualification in Youth and Community Work 	<ul style="list-style-type: none"> ▪ English and Maths GCSE or O Level. ▪ Specific community work or community safety training 	<ul style="list-style-type: none"> ▪ Application (you will be asked to bring evidence to interview).
Equal Opportunities	<ul style="list-style-type: none"> ▪ A good understanding and commitment to equality of opportunity throughout all aspects of the service in respect of race, gender, mental health, disability and sexuality, particularly as relevant to the local area of Grimsbury, Banbury. ▪ Experience of putting equal opportunities into practice. 		<ul style="list-style-type: none"> ▪ Application form and interview.
Disposition	<ul style="list-style-type: none"> ▪ Self-reliance and 	<ul style="list-style-type: none"> ▪ Regular evening 	<ul style="list-style-type: none"> ▪ Interview and

	<p>ability to work both individually and in a team.</p> <ul style="list-style-type: none"> ▪ Demonstrable respect for confidentiality ▪ Non-judgemental approach ▪ Willingness to undertake further training and professional development. 	and weekend work	references.
Other		<ul style="list-style-type: none"> ▪ Valid driving licence. ▪ Use of a vehicle. 	