Weavers Community Forum, Weavers Community Centre
10 Shacklewell Street, Bethnal Green, London, E2 7EG

Charity No: 1147086

Weavers Community Forum (WCF)

Job Description

Post:	**Youth Worker**
Location:	**Weaver's, Tower Hamlets**
Responsible To:	**Lead Youth Worker**
Responsible for:	**Project and Volunteers**
Hours:	**6 hours per week**
Rate of pay:	**£13 per hour**
Duration:	**06 Months (possible extension subject to funding)**

Main Purpose
Youth worker will help the lead youth worker to deliver youth work sessions with a focus on creating positive outcomes for young people and tracking young people's journey of change. The role involves one to one focused work with young people helping them to progress towards personal structured goals and towards continued education or getting into employment. The sessional youth worker will be conducting innovative youth-based activities at evening sessions and holiday provisions.

1. What is the overall purpose of the role?
To assist the lead youth worker on the delivery of youth provision that enable young people in the Weavers, and Bethnal Green wards of Tower Hamlets to:

1. Become more resilient to gangs, crime, and anti-social behaviour
2. Design, deliver and participate in positive activities
3. Improve their life and employability skills
4. Access the support they need
5. Help with Producing quarterly reports for funders and management
6. Manage and supervise volunteers.

2. Key activities and responsibilities

- To conduct regular evening youth sessions ensuring young people are able to engage with learning outcomes and contribute to session designs.
- Hold 1.1 case load and mentoring sessions with young people.
- Maintain accurate and up to date records of young people's development against learning outcomes.
- Undertake outreach to engage with disengaged young people who are at risk of entangled with gangs, crime, and anti-social behaviour
- Provide on-the-spot support directing to appropriate emergency and longer-term assistance and development.
- Help with delivering a twice a-week youth project offering a range of activities and co-designed provisions including games, positive activities and conversations, workshops, experiences and life and professional development experiences
- Having conversations with young people, identifying issues affecting them and how their needs can be met
- Mentoring, coaching, and supporting individuals, encouraging young people to develop their self-awareness, independence, and individuality
- Produce photography and video recording of activities for project promotion
- Producing monthly case studies of project participants
- Keeping registers, writing evaluation / sessional reports and inputting data into our management information system
- Conduct outreach activities, with other colleagues and in partnership with other services
- Recruiting and managing volunteers for the project
- Using social medial to engage young people in their communities
- Act as an ambassador for the organisation and help with publicising the project externally.
- Staying informed on legislation, local and national issues, and best practice in youth work
- Ensuring child protection procedures are followed and that the safeguarding of young people is paramount
- Act as a role model for young people, inspiring them to engage in the services and understand and appreciate the role of youth work as a career opportunity
- Carry out all duties in accordance with WCF policies on Health and Safety, Child Protection and Data Protection, and with relevant legislation, Youth Worker Job Description and Personal Specification
- Any other duties appropriate to the post as directed by Line Manager.

3. Health and Safety

1. To be familiar with Fire Regulations and evacuation procedures and act accordingly in an emergency.
2. To ensure that Health and Safety requirements are adhered to in accordance with the Health and Safety at Work Act *(1974),* the Health and Safety Regulations, codes of practice, guidance notes and other statutory requirements or organisational policy.
3. Making sure operation of all emergency procedures & building maintenance i.e., fire alarm, emergency lighting & heating system are always adhered to.

4. Safeguarding / Policies & Procedures

1. To ensure all policies and procedures are adhered to.
2. Attend any designated safeguarding training as and when required.
3. Help with carrying out DBS checks for volunteers.
4. To ensure that Health and Safety processes are followed, and risk are minimised.

This job description will be periodically reviewed with the post holder to take account of the changing demands and operational guidelines defined by Weavers Community Forum.

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PERSON SPECIFICATION

Knowledge / Skills/Abilities	How assessed	Essential/ Desirable
Experience/knowledge		
Educated to A-level or equivalent level	CV	E
Level 2 in Youth Work Practice or relevant youth work experience	CV	E
Friendly, cheerful, positive, and self-driven, non-judgemental, able to work independently and as part of a team	Interview / Personal statement	E
Understanding and appreciation of the importance of monitoring and evaluation in a youth work setting	Interview / Personal statement	E
Experience of working in a team	CV / Interview	E
Good interpersonal skills and the ability to work with members of the public	CV / Interview	E
Able to work evenings between 5.30 – 8.30 pm	Interview	E
Politically and creatively aware and 'plugged in' to emerging youth sub-culture. Positive about embracing challenge and change, open to experimenting, new ideas, reflective practice and working with other organisations in a spirit of partnership	CV / Interview and personal statement	D
Ability to demonstrate a clear commitment to equality of opportunity and inclusive practice.	Interview	E
Ability to prioritise effectively and enjoy multi-tasking in a busy environment	CV / Interview	D
A working understanding of safeguarding children and young people and how to maintain appropriate professional boundaries	CV / Interview	E
Abilities/Skills		
Excellent communication skills, with the ability to quickly establish positive relationships with young people and motivate them to participate in activities	CV / Interview	E
Ability to work collaboratively and effectively with manager, colleagues, and stakeholders	CV / Personal statement	E
Ability to work independently and as a member of a team.	CV / Interview	E
Good organisational and administration skills with proficiency in Microsoft Office	CV / Personal statement	E

Weavers Forum
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