

Senior Youth Worker

Job Description & Person Specification

May 2021



Chesham Youth Centre (CYC) is looking to hire a part-time Senior Youth Worker to get a new Youth Club aimed at young people aged 11-19 years off the ground. CYC is an entirely volunteer-run charity situated in the heart of Chesham. Since it first opened its doors as a Boys' Club in 1950, it has undergone many changes, but its mission has remained the same: to bring together young people and provide a safe space for them to engage in activities. The Youth Centre boasts an art room, a TV lounge, a pool room, computer room, large hall, kitchen, and coffee area, all of which enable a vast array of activities to be carried out on site. There is also an outside caged sports area. In another building on site, there is a gym currently set up for boxing. Until early 2020, a volunteer-led Youth Club operated on Wednesday evenings. We are now looking for an enthusiastic, driven, and experienced Senior Youth Worker to take charge of developing and running a new, inclusive senior Youth Club.

Responsibilities – You will need to...

- ✓ Initiate, develop and maintain positive relationships with young people in the area, offering support and advice, and identify key issues relevant to them and the opportunities and activities they would wish a Youth Club to include for the future.
- ✓ Use the Youth Centre as a base to create a Senior Youth Club that meets the young people's identified needs and desires, both as we rebuild following the Covid-19 pandemic and beyond.
- ✓ Liaise with County Council youth services, Action4Youth and local schools to ensure a joined-up approach in meeting young people's needs.
- ✓ Take the lead in developing and facilitating a programme of activities that encourages, inspires, and supports the personal development of young people aged 11-19 (or up to 25, where appropriate), and possibly of those aged 8-11 in due course
- ✓ Direct the activities provided at the Youth Club(s) in a way that helps young people to develop self-awareness, a sense of their rights and responsibilities and the role that they play in the wider community by developing their life skills.
- ✓ Build and retain the support of parents and volunteers, upon whom the continuing viability of the Youth Club(s) and Centre depends.
- ✓ Take the lead in ensuring that volunteers get the appropriate guidance, training and support required so that they sustain their commitment and enthusiasm.
- ✓ Work to promote equality of opportunity, participation, and responsibility.
- ✓ Safeguard the welfare of all volunteers and members of the Youth Club(s)
- ✓ Promote a culture of health and safety during project sessions.
- ✓ Be responsible for the security of buildings, equipment and monies collected during project sessions.
- ✓ Report in writing and in regular meetings to the board of directors.
- ✓ Contribute to the general running and organisation of the Youth Centre and any other related activities.
- ✓ Take part in some weekend work and residential activities, where appropriate
- ✓ Work within the framework of the Youth Centre's policies and legal requirements including health and safety, child protection, equal opportunities, and financial regulations, maintaining records appropriately.

Skills and Qualities – You will need to have:

- ✓ Experience of working in the youth sector, working, and sustaining relationships with young people and others remotely as well as in person.
- ✓ Good organisational skills to plan out, risk-assess and implement a full programme of activities.
- ✓ Good written and IT skills.
- ✓ The ability to treat young people’s concerns with respect, tact, and sensitivity, while being aware of the limits that are required by confidentiality and the boundaries that govern the youth/youth worker relationship.
- ✓ The confidence to establish boundaries and manage challenging behaviour.
- ✓ The ability to liaise with internal and external stakeholders effectively.
- ✓ The resilience to maintain a high standard of performance even in a stressful situation.
- ✓ A passion for, and demonstrable experience of, working with young people and understanding the diverse factors that can affect their lives, including an awareness of the impact of Covid-19.
- ✓ A desire to mentor, coach and support young people.
- ✓ Good interpersonal skills to listen to young people, colleagues and others and maintain good relationships with them.
- ✓ Openness and integrity, so that you are easily approachable and able to provide reliable support in times of need.
- ✓ Plenty of energy to devote to the role.
- ✓ Good organisational skills to plan out, risk-assess and implement a full programme of activities.
- ✓ A sense of adventure and creativity.

Qualifications

ESSENTIAL	DESIRABLE
Youth Work Qualifications	
Current enhanced DSB certificate and willingness for this to be updated if required through the Centre	
Experience of youth work in a diverse community	
Evidence of successful work with young people remotely	
	Experience of working with volunteers
Experience of good liaison with other agencies working with children and young people	

Key Details

- Pay scale: £15 - £20 per hour including oncosts (tax and national insurance) for 10 hours per week.
- The funding for this post is supported by the Rothschild Covid 19 Fund (see below). The post is initially for one year.
- To apply please send your CV and covering letter to us at recruitment@cheshamyc.org.uk or by post to Chesham Youth Centre, Old Drill Hall, Bellingdon Road, Chesham, HP5 2HA
- Closing deadline: 7th June 2021
- Interviews to take place during week commencing 15th June 2021

The funding for the senior youth worker’s post is supported by the Rothschild Covid 19 Fund. Its priorities are: *support for communities experiencing high levels of disadvantage and likely to be disproportionately affected by Covid-19 impact, and support for services that are directly responding to the needs of communities that have arisen from the impact of Covid-19 as part of the frontline and rebuilding process.*