



# Senior Youth Worker

## Appointment Brief

## Senior Youth Worker

If you want to change lives, call us - we want to hear from you!

Become part of a dynamic charity, with a great mix of people committed to making a real difference for young people through a range of fun and challenging programmes and initiatives.

Action4Youth changes lives and creates better chances for young people by creating opportunities to discover their personal strengths and potential.

We work with young people from all backgrounds and all abilities to make a real difference to their futures.

We are a respected and dynamic charity based in Buckinghamshire and Milton Keynes but reaching young people across the wider south east region.

This is an opportunity for someone with a can do attitude and a strong desire to make things happen.

You will join a supportive, driven, committed team whose desire to achieve is matched by an intention to enjoy work on a day to day basis. You will be based in High Wycombe. You should expect to enjoy being part of a collaborative, loud and energetic organisation.

### **Our Mission**

To support all young people's growth towards fulfilling and responsible adult lives, Action4Youth develops physical, mental, spiritual, moral and cultural abilities which act as:

- A Springboard towards realising dreams
- A Safety Net for those at risk
- A Voice of influence from the young and for the young

In order to benefit as many young people as possible while maintaining Action4Youth's financial stability, we partner with those (government, schools, youth clubs, businesses, trusts and foundations and others) who share our mission.

## What we do

Action4Youth delivers various youth programmes including; the National Citizen Service (NCS), The Inspiration Programme (TIP), The Junction and an established mentoring programme.

Action4Youth takes the strategic lead for the voluntary organisations supporting children and young people aged 5 – 25 years across its area. It has around 75 organisations in membership and offers a range of essential support and services.

Our outdoor education centre, Caldecotte Xperience in Milton Keynes, creates opportunities for young people to have amazing, challenging, fun and sometimes transformational experiences. They learn what they can do rather than what they can't, building their confidence and self-belief.

Action4Youth is the operating authority for Buckinghamshire, Milton Keynes and Northamptonshire for Open Awards Groups for the Duke of Edinburgh Award Scheme.

## Job Description

### Job Title

- Senior Youth Worker

### Location

- High Wycombe

### Position in the Organisation

- Reports To: Centre Manager/Counselling Lead (Action4Youth core staff)
- Working With: The Junction Team

### Main Purpose and Scope of the Role

The Senior Youth Worker will run activities and general youth work sessions for young people aged 11 to 18 years (up to 25 with Special Educational Needs) and oversee sessional staff. The programme will run across seven days per week from 3:30pm – 9.00pm; days are on a rotation, with week A worked Friday – Sunday and week B worked on a Sunday and two weekday evenings.

The groups will include a mixture of young people from different backgrounds, some of whom may have disabilities or additional needs. The Senior Youth Worker will help register and supervise young people and run general youth work sessions and activities. The activities are free for all young people.

### Activities structure and the role:

#### The Junction

- Register young people on arrival.
- Manage sessional staff and liaise with venue staff
- Follow a structured activity timetable.
- Supervise the young people and manage behaviour during all activities.
- Enthuse and get involved in all activities.
- Be proactive and lead by example at all times.
- Lead activities and sessions.
- Help to provide one to one support to young people with additional needs.
- Assist with the hot meal distribution and supervision of young people

during HAF (Holiday Activities and Food) Programmes

- Help to clear away, wipe down equipment and clean areas in between sessions.
- Sign out young people at the end of the session
- Ensure Health and Safety and Safeguarding procedures have been followed and incidents reported.

### Duties and Key Responsibilities

- To monitor young people's welfare throughout the session and to be especially aware of recorded allergies, physical/mental conditions and dietary requirements, and to follow the procedures in place.
- To liaise and communicate effectively with the Action4Youth core staff and venue staff
- To have knowledge of and comply with the Data Protection Act.
- To be aware of and comply with Health and Safety procedures.
- Report any behaviour, conversations or comments which are inappropriate within a setting for young people.
- Undertaking responsibility, as part of the team, for all Health and Safety work related matters.
- Working within the guidelines of Action4Youth policies and procedures.

### General Responsibilities

- Support the continued development of quality standards as specified by Action4Youth.
- To have regard for the vision of Action4Youth and to display a commitment to equal opportunities and to the protection and safeguarding of children, young people and vulnerable adults.

Person Specification: Senior Youth Worker	Essential (E) Desirable (D)	Demonstrated at: Application (A) Interview (I)
<b>Skills, Experience and Knowledge</b>		
Previous work experience in the youth, education or community sector	E	A
Experience of planning, monitoring and evaluating work with young people	D	I
Excellent communication skills, including being able to positively engage with young people from a wide range of backgrounds and actively involve them in the decision making process.	E	I
Confident user of IT, including Excel, Word, PowerPoint	D	A
Experience of using social media for business purposes	D	A
A full UK driving licence and access to a vehicle	D	A
Practical experience of designing and delivering presentations to a varied audience	D	I
<b>Qualifications</b>		
A qualification and/or experience in Youth Work	D	A
<b>Personal Attributes</b>		
A team player with a cheerful disposition who is outgoing, friendly, approachable, flexible and enthusiastic	E	I
Committed to young people's personal and social development and to providing opportunities which enable them to reach their full potential.	E	I
Integrity and discretion when dealing with sensitive information and compliance with data protection requirements	E	I
A flexible approach to work including willingness to take on tasks outside the normal remit and to work irregular hours.	E	I
Ability to understand and deliver effective communications to diverse audiences.	E	I
Ability to work alone using own initiative	E	I
Be committed to personal development and further training, as appropriate to the	E	I

development of the role and Action4Youth		
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## To Apply

To apply for this role please send a copy of your CV and a covering letter explaining why you are applying for this position to [ian.knight@action4youth.org](mailto:ian.knight@action4youth.org)

If you would like an informal chat regarding the role please email Emily Davis [emily.davis@action4youth.org](mailto:emily.davis@action4youth.org) or call 0300 003 2334

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[www.action4youth.org](http://www.action4youth.org)

Action4Youth is committed to safeguarding and protecting the young people that we work with. All our posts are subject to a safer recruitment process, including the disclosure of criminal records and vetting checks. We have policies and procedures in place that promote safeguarding and safer working practices across the organisation.