



Volunteer Youth Worker

Appointment Brief

Volunteer 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 southeast 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 The Junction in High Wycombe and 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, A4Y 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 A4Y'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 50 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

- Volunteer Youth Worker

Location

- The Junction, High Wycombe

Position in the Organisation

- Reports To: Centre Manager/Counselling Lead
- Working With: The Action4Youth core staff

Main Purpose and Scope of the Role

The Volunteer Youth Worker will assist the Action4Youth core staff team to run activities for young people aged 11 – 18 years (up to 25 with Special Educational Needs). The programme runs across seven days per week with hours ranging from 3.30pm – 9.00pm. The groups include a mixture of young people from different backgrounds, some of whom may have disabilities or additional needs. The Volunteer Youth Worker will help register and supervise young people and ensure that sessions run safely. The activities are free for all young people.

During the sessions you will be responsible to the Action4Youth core staff.

Activities, structure and the role:

The Junction

- Register young people on arrival.
- Follow a structured activity timetable.
- Help to 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.
- Help to lead activities and sessions.
- Help the Action4Youth core staff 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 to the Centre Manager/Counselling Lead.

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
- 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

- To have regard for Action4Youth's vision and mission, and to display a commitment to equal opportunities and to the protection and safeguarding of young people
- To report any behaviour, conversations or comments which are inappropriate within a setting for children and young people
- To take responsibility, as part of the team, for all Health and Safety work related matters
- To work within the guidelines of Action4Youth policies and procedures

| Person Specification: Volunteer youth Worker | Essential (E) Desirable (D) | Demonstrated at: Application (A) Interview (I) |
|--|--------------------------------|--|
| An interest in helping children and young people and enthusiasm for the work of Action4Youth | E | I |
| Experience of working in a youth centre/youth setting | D | A/I |
| Experience of working in a voluntary capacity | D | A |
| Excellent communication skills and an ability to communicate well at all levels | E | A/I |
| Ability to work alone using own initiative | E | I |
| A team player who is outgoing, friendly approachable, flexible and enthusiastic | E | I |
| Strong interpersonal skills, tact, sensitivity and diplomacy | E | I |
| An understanding of the ethos, values and culture of Action4Youth | E | I |
| Demonstrate an awareness of equal opportunities | E | I |
| Current driving licence and use of a vehicle | D | I |

Time commitment

The time commitment is flexible, but we suggest a minimum commitment of one session a week for an initial three-month period.

To Apply

To apply for this role please send a CV and supporting statement to Jan Knight, HR and Admin Manager via email jan.knight@action4youth.org. The supporting statement should concentrate on addressing the skills and experience requirements of the person specification above.

There is no closing date for this position. It will remain open until we find the right person.

If you would like an informal chat regarding the role, please contact Steven Mann on 07767 162148 or email steven.mann@action4youth.org

Action4Youth
5 Smeaton Close
Aylesbury
Buckinghamshire
HP19 8UN

Telephone: 0300 003 2334

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.