



Zero Hours Junior Youth Worker Appointment Brief

Zero Hours Junior 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

- Zero Hours Junior Youth Worker

Location

- High Wycombe

Position in the Organisation

- Reports To: Deputy Centre Manager
- Working With: The Junction Team

Main Purpose and Scope of the Role

The Junior Youth Worker will assist the Action4Youth core staff team to run activities for young people aged 12 – 18 years old (up to 25 with SEND). The Junction is open seven days per week and working hours are 3:45-8:45pm each day.

Staff follow a structured timetable of pre-planned sessions led by the Centre Manager and Deputy Centre Manager. These groups will include a mixture of young people from different backgrounds, some of whom may have disabilities or additional needs. The Junior Youth Worker will help supervise the young people and help run sessions safely and effectively. During the sessions they will be responsible to the Action4Youth core staff.

Duties and Key Responsibilities

- Be a positive role model to young people at all times
- Establish a rapport with young people and develop professional relationships with staff and young people
- Help core staff to set up for sessions and tidy away at the end
- Assist in the running of activities and session within The Junction
- Interact with and support young people to participate in activities at The Junction
- Manage behaviour of young people in line with the code of conduct
- 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 and confidentiality.
- 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: Junior Youth Worker	Essential (E) Desirable (D)	Demonstrated at: Application (A) Interview (I)
Skills, Experience and Knowledge		
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
Qualifications		
A qualification and/or experience in Youth Work	D	A
Personal Attributes		
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 development of the role and Action4Youth	E	I

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

If you would like an informal chat regarding the role please email Ayobami Akinolugbade ayobami.akinolugbade@action4youth.org or Paul Dyne paul.dyne@action4youth.org or call 0300 003 2334

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.