



Job Description

Job Title

- Youth Security Worker

Location

- High Wycombe

Position in the Organisation

- Reports To: Centre Manager/Deputy Centre Manager/ Senior Youth Worker (Action4Youth core staff on shift)
- Responsible For: Registering young people on arrival and controlling the flow of young people in and out of The Junction and the area immediately outside the centre

Main Purpose and Scope of the Role

The Youth Security Worker will be situated on the entry/ exit door of The Junction Youth Centre and will be responsible for registering the young people on arrival and controlling the flow of young people in and out of the building. The Youth Security Worker will work **Friday - Sunday each week from 3:45-8.45pm, a total of 15 hours per week.**

They will build rapport with young people accessing the centre and keep accurate records of the names and numbers of young people using the centre each day. During the sessions you will be responsible to the Action4Youth core staff.

The Junction structure and the role:

- Register young people on arrival and keep accurate records of individual attendees
- Conduct bag searches and ensure young people do not enter the centre with any banned substances and/ or under the influence of them
- Manage behaviour of young people in the entrance area and immediately outside the youth centre
- Liaise, via radio, with core staff in the centre regarding numbers accessing the centre and any behavioural concerns
- Work together with core staff to challenge and manage anti social or inappropriate behaviour
- Build rapport with young people and be a positive role model
- Be proactive and lead by example at all times.
- Help to clear away, wipe down equipment and clean areas at the end of the evening
- 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

- Register young people on arrival and keep accurate records of individual attendees
- To liaise and communicate effectively with the Action4Youth core staff, venue staff and Eden security
- 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.

Terms and Conditions

Place of work:	High Wycombe Library, 5 Eden Place, High Wycombe HP11 2DH
Transport	You will be expected to make your own travel arrangements to and from the location listed above.
DBS Pre-Employment Check	Appointment to this post is subject to an Enhanced DBS check which will include a barred list check.
Meals and Accommodation:	Meals and accommodation are not provided.
References:	Employment will be subject to receiving two satisfactory references
Proof of Eligibility to work in the UK	Evidence provided to comply with the Immigration, Asylum and Nationality Act 2006