



## **Job Description**

### **Job Title**

- Senior Youth Worker

### **Location**

- The Junction, Floor 2, High Wycombe Library, HP11 2DH

### **Salary**

- £15 per hour

### **Hours**

- 15 hours per week to be worked across three 5-hour shifts from 3.45pm-8.45pm. Days are Friday, Saturday and Sunday for this role and we will consider a job share.

### **Position in the Organisation**

- Reports To: Centre Manager/ Deputy Centre Manager
- Responsible For: Running activities and general youth work sessions for young people aged 11 – 18 years and up to 25 with SEND

### **Main Purpose and Scope of the Role**

The Senior Youth Worker will run activities and general youth work sessions for young people aged 11 – 18 years (up to 25 with Special Educational Needs) at our multi service youth centre, The Junction. The centre is open 7 days a week from 4-9pm and includes a mixture of young people from different backgrounds, some of whom may have disabilities or additional needs. The Junction and all sessions are free for all young people.

The Senior Youth Worker will help register and supervise young people and run general youth work sessions and activities. If the Centre Manager or Deputy are not working the Senior Youth Worker is responsible for the overall running of the centre, including locking up at the end of the session.

### **Activities structure and the role:**

#### **The Junction**

- Register young people on arrival
- Set up equipment and ensure refreshments are available for young people
- Liaise with venue staff to ensure safety in both library and youth club
- Interact with young people and provide a safe and welcoming environment

- Follow a structured activity timetable and deliver activity sessions
- Supervise the young people and manage behaviour
- Enthuse and get involved in activities
- Be proactive and lead by example at all times
- Help to provide 1:1 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 and 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.
- Lock up and alarm the centre at the end of the shift

### **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.
- Work 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**

<b>Place of work:</b>	High Wycombe Library, 5 Eden Place, High Wycombe HP11 2DH
<b>Transport</b>	You will be expected to make your own travel arrangements to and from the location listed above.
<b>DBS Pre-Employment Check</b>	Appointment to this post is subject to an Enhanced DBS check which will include a barred list check.
<b>Meals and Accommodation:</b>	Meals and accommodation are not provided.

<b>References:</b>	Employment will be subject to receiving two satisfactory
<b>Proof of Eligibility to work in the UK</b>	Evidence provided to comply with the Immigration, Asylum and Nationality Act 2006