



Job Description

JOB TITLE	Youth Engagement Worker
SALARY	£24,948 pro rota
HOURS	30 hours per week, Monday - Sunday
RESPONSIBLE TO:	Office Manager
CURRENT JOB HOLDER:	None
Main description of role/job purpose:	
<p>To engage and motivate at risk young people from GMC community who are facing multiple barriers including being drawn in to a life of crime and violence, cultural and religious barriers, low aspirations and educational attainment, mild-moderate mental health problems and risk of exclusion from school due to a lack of motivation, confidence and self-worth.</p> <p>Working closely with young people who lack confidence and motivation, who have become lazy due to lack of exercise/routine, lack of commitment in engagement, isolation, boredom, becoming carers of younger siblings and home schooling them.</p>	



Key Responsibilities:

- To liaise with partners and schools to identify individuals and target groups and to establish appropriate referral mechanisms
- To undertake a range of outreach activities via community, schools, home visits, and through other channels
- To assess the needs of young girls and undertake initial engagement
- To develop individual action plans and interventions to reduce offending and criminal involvement
- To mentor and support individuals to encourage attendance on the programme
- To assist with the promotion and marketing of the project through promotional activities, developing publicity material, organising recruitment events and use of internet and social media etc.
- To work with individuals and their families and empower them to identify their needs, opportunities, rights and responsibilities
- To represent the project and attend relevant meetings, as and when requested by the manager
- To play a proactive role in developing young women and girl's participation in influencing service delivery and to empower and encourage the involvement of young women and girls in the running of the project
- To maintain accurate and up to date records of work undertaken
- To undertake such training and professional development opportunities as may arise
- To undertake other duties which are appropriate to the nature and grade of the post as required by the line manager
- The delivery of this project needs to be within flexible hours and it is anticipated that evening and weekend work may be required



Responsible for:

There is supervisory responsibility with this post for volunteers.

Internal Relationships:

- Other members of staff at WomenZone
- Office Manager
- Sessional staff, contractors and volunteers

External Relationships:

- Members of the public including service users, partner organisations, community groups and other voluntary organisations

Essential Experience/Qualifications:

- Educated to an appropriate level to be able to work on the project for young people
- A minimum of one years' youth work experience working in a variety of settings and using a variety of youth work methods
- A proven track record of achieving in output and outcomes-based targets projects
- Previous experience of working with NEET or vulnerable young people
- Experience of working on one's own initiative and within a team
- Experience of planning and delivering youth work programmes to young people
- Experience of working intensively with vulnerable young people in need on a one to one basis
- Experience of working with young people from diverse backgrounds

Skills/Knowledge

- Good understanding and knowledge of young people's issues and needs
- Ability to develop multi agency partnerships and work with colleagues from other agencies
- Good communication skills, including evaluative recording (develop monitoring and evaluation processes), compiling planning documents, report writing, competent in the use of Information technology
- Ability to plan well in advance on basis of needs
- Ability to develop relationships with young people which gains their trust and confidence
- Ability to work under pressure in a demanding voluntary sector organisation
- Ability to work both independently and as part of a team
- Ability to prioritise tasks and meet deadlines
- Ability to produce clear and concise reports
- Working knowledge of policies and procedures
- Knowledge of safeguarding and child protection
- Understanding of progression pathways for young people
- Commitment to personal and professional development
- Commitment to equal opportunities and to work in an anti-discriminatory, and anti-oppressive manner with young people
- Commitment to working in the best interests of young people
- Commitment to working in partnership with other organisations
- Commitment to safeguarding and the welfare of young people



Desirable Attitudes and Values:

- Able to demonstrate flexibility
- Innovative and creative approach to developing solutions and problem solving
- Prepared to travel within/out of the city and have own transport
- Ability to stay calm under pressure
- Demonstrate empathy and understanding of women's needs
- Methodical and thorough approach to work
- Organised and punctual
- A great team player
- Knowledge of budgeting and Finance

3 months contract will be issued dependent upon Performance, satisfaction of DBS checks and targets being achieved.

SIGNED:

Job Holder

DATE:

This Job Description is subject to probable review and amendment, following consultation, as the job requires a flexible approach in the ability to prioritise differing activities. It is neither an exclusive nor exhaustive list of the duties involved in this position.