



JOB DESCRIPTION

Job Title:	Youth Worker
Responsible to:	Area Programme Manager
Responsible for:	N/A
Operational Area:	Devon & Cornwall
Location:	Saltash/Callington
Date:	21st July 2020

JOB SUMMARY

The Youth Worker will play a pivotal role in the planning, development and delivery of the #iwill Community Spaces Project in South East Cornwall, covering the towns of Saltash and Callington.

The Youth Worker will lead on the creation and delivery of a Youth Led Advocacy Project enabling Young People between the ages of 16 to 20 years to be supported and empowered to put forward their ideas on how local Young People would best like to use local Community Spaces.

The project will focus on the creation of two Youth Led Groups, one in the area of Saltash and one in Callington, with ambassadors of both groups coming together to support local events, jointly create ideas and solutions and share best practices. In total the Project hopes to work with at least twenty Young People from both Towns.

The Project will focus on those Young People in both Towns who are NEET (not in education or training) but will not be limited too.

The project will support the creation and implantation of a minimum of two social action projects, enabling young people to take positive action in their community.

The Youth Worker will design and implement a Project Timeline, Engagement Strategy and Robust Delivery Model. This will include the creation of Social Media Platforms.

The role will include supporting the programme manager with implementing and quality assuring best practice procedures relating to safeguarding, volunteer management and health and safety in order to achieve a safe environment for young people to grow and develop

This role would be ideal for someone who is passionate about supporting young people to achieve their individual potential and creating opportunities, so they are able to enhance their life skills and make positive life choices.

MAIN DUTIES

KEY AREA: PROJECT MANAGEMENT AND DELIVERY

- To produce a Project Plan, including a project timeline.
- To engage and relationship build with all key community decision makers in relation to Community Spaces and build a solid Stakeholder Engagement Plan. Key decisions makers will include for example, Cornwall Council.
- To develop best practice Youth Work standards and procedures.
- To develop an Engagement Plan to reach Young People in the Saltash and Callington Areas, through Youth Focused activities.
- To develop activities which address issues of anti-social behaviour and other current trends facing young people
- Recruit a minimum of 20 Young People to the project.
- Implement safeguarding and health and safety procedures.
- Carry out administrative tasks relating to the team and project delivery
- Ensure effective monitoring and evaluation is completed in relation to activities delivered.

KEY AREA: PARTNERSHIPS AND STAKEHOLDER WORKING

- To identify and connect with local 'community space' decision makers in the South East Cornwall area
- To maintain active partnerships and relationships with other organisations that directly impact the projects under your supervision and responsibility; including local authority, schools, police and other interested parties to ensure effective engagement with hard to reach young people.
- To attend relevant partnership and steering group meetings to ensure our activities and services complement existing provision.

KEY AREA: RECORD MANAGEMENT

- To keep accurate written records of work with young people; activity plans, case files and registers
- To support the Programme Manger in writing the quarterly report.
- To comply in the maintaining of all systems and procedures in place; project forms, minutes of meetings, up-to-date files for all projects, development and partnership work
- To completing risk assessments for all activities delivered for all locations and environments that Groundwork South delivers youth work in

KEY AREA: PUBLICITY AND RESOURCE MANAGEMENT

- Manage resources, including budgets, required to implement activities and complete all activities and project work on time, in budget and to the required standard
- To organise, publicise and manage launch/celebratory events at the onset and conclusion of projects (and to mark any significant milestones in the delivery of projects)
- To market and promote Groundwork South's work with young people

KEY AREA: VOLUNTEER MANAGEMENT

- Identifies, develops and recruit volunteers in accordance with Trust procedures, where appropriate.
- Provides support, direction and training to volunteers.

KEY AREA: SAFEGUARDING CHILDREN & ADULTS AT RISK

Groundwork South is committed to safeguarding a promoting the welfare of children and adults at risk. It is the responsibility of each employee to familiarise themselves and comply with the organisation's procedures and systems on safeguarding children and adults at risk. Primary

responsibilities are:

- To adhere to the Safeguarding Policy and Procedures.
- To adhere to the Safer Recruitment Policy & Procedure.
- To report any safeguarding incidents or concerns immediately to your Designated Safeguarding Officer or Lead Designated Safeguarding Officer.
- To complete any Safeguarding Awareness training as required by Groundwork South
- If required for your post, undertake an enhanced DBS check and maintain annual membership through the update service.

KEY AREA: QUALITY

- Focuses on customer satisfaction and delivers a quality service to the agreed standards

KEY AREA: HEALTH & SAFETY

Groundwork South is committed to ensuring the health, safety and welfare of its employees and it will, so far as is reasonably practicable, establish procedures and systems necessary to implement this commitment and to comply with its statutory obligations on health and safety. It is the responsibility of each employee to familiarise themselves and comply with the organisation's procedures and systems on health and safety. Primary responsibilities are:

- To report all Health & Safety occurrences including potential hazards to line manager
- To comply with Groundwork South Health & Safety Policy and Regulations
- To carry out routine checks on equipment and machinery and report any defects to line manager
- Use, store and maintain tools and equipment in line with Health and Safety best practice

ADDITIONAL RESPONSIBILITIES

- Adheres to all the policies and procedures of the organisation
- Contributes to the Trust's work in maintaining existing and achieving future accreditations and standards
- Commits to Continual Professional Development and undertake any training and development deemed necessary to fulfil criteria of post
- Any other duties commensurate with the level of the post.

GROUNDWORK SOUTH VALUES

All employees of Groundwork South are required to understand and contribute to the organisation's values. Groundwork South is committed to transforming people's lives and places through social, economic and environmental action. In terms of development and delivery of these projects we work across three business themes, Parks & Open Spaces, Youth & Employment and Greener Living & Working and we successfully deliver these projects by adopting a clear set of values:

- Passion
- Commitment
- Empathy
- Professionalism
- Innovation

Factor	Criteria	Essential	Desirable
Knowledge	Knowledge of planning activities with young people.	X	
	A strong background of working with key stakeholders to enable successful project outcomes.	X	
	Relevant degree, vocational qualifications or equivalent years of experience in Youth Work	X	
	Understanding of environmental issues and the effects of a poor environment on personal, social and emotional development on young people.	X	
Experience	Evidence of working with young people for a minimum of 2 years	X	
	Demonstrable experience of partnership working with public, private and voluntary sectors.		X
	Demonstrate a proven track record of developing new projects, including project planning.		X
Skills:	Excellent communication and presentation skills, both written and verbal to be able to communicate with a wide variety of customer groups both internally and externally	X	
	Demonstrate a commitment to and understanding of safeguarding and promoting the welfare of children and adults at risk	X	
	Demonstrable track record of supervising volunteers with a proactive and supportive way of working with colleagues to achieve results		X
Abilities	Ability to engage positively with groups of young people from a range of backgrounds.	X	
	Ability to implement and follow Health and Safety policy and procedures in a youth work setting.	X	
	Demonstrate a commitment to and understanding of the principles of equal opportunities in both employment and service delivery	X	
	Ability to manage workloads and completing priorities in an often deadline orientated environment	X	
	A proven ability to think creatively, problem-solve and work on own initiative with minimal supervision	X	
Special Requirements	Able to work outside normal working hours including evening and weekends.	X	

TERMS AND CONDITIONS

Salary	£18,000 per annum (FTE £22,500)
Contract:	Fixed Term until March 2021 (possible extension for the right candidate)
Hours of work:	30 hours each week excluding a daily lunch break and travel to and from the main place of work.
Place of work	Your office base will be Pilgrim Pitch, Saltash, Cornwall PL12 6LG. You may be required to travel on Groundwork's business to carry out your duties at other locations as may be required for the proper performance of your duties.
Holidays:	25 days per annum plus English Bank Holidays. A pro rata entitlement is calculated for part time workers in each holiday year (which runs from the 1 st January to 31 st December).
Pension	Groundwork will comply with the employer pension duties in respect of the worker in accordance with Part 1 of the Pensions Act 2008 in relation to the Groundwork Pension Scheme, or such other registered pension scheme as has been set up by Groundwork. Participation in such schemes is subject to satisfying certain eligibility criteria and the rules of such scheme as amended from time to time.
TOIL	TOIL – Time Off In Lieu - Although there is no overtime paid by the Trust; the Trust has a Time Off In Lieu system in place.
DBS Pre-Employment Check	This post will be subject to an enhanced with barred lists DBS check.
References:	Employment to this post will be subject to receiving two satisfactory references. We reserve the right to approach any previous employers quoted to obtain a reference if deemed necessary.
Proof of Eligibility of right to work in the UK	Evidence must be provided to comply with the Immigration, Asylum and Nationality Act 2006 https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/338399/An_employers_guide-28-07-14.pdf
Training:	Undertake any training and development deemed necessary for the pursuance of the post, as identified through the induction and supported through our appraisal process.

The above job description is a guide to the work you may be required to undertake but does not form part of your contract. The above job description is a guide to the tasks you may be required to undertake and may change from time to time to reflect changing assignments.

I have read and agree that this job description and person specification accurately defines the role.

Signed

Printed

Date