

GROUNDWORK

CHANGING PLACES
CHANGING LIVES



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DurhamWorks
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JOB DESCRIPTION

JOB TITLE:	Youth Worker
REPORTS TO:	Performance Lead
LOCATION:	County Durham
CONTRACT:	Fixed Term – Up to December 2021
HOURS:	Full Time – 37 Hours per week
SALARY:	Circa £21,000 per annum

JOB SUMMARY

This post is part funded through ESF and the Youth Employment Initiative, under the 2014-2020 European Structural and Investment Funds Growth Programme - 1.3 Sustainable Integration of Young People into the Labour Market; this post will spend 100% of time on DurhamWorks and the funding will cease on 31st December 2021

Groundwork NE & Cumbria will deliver the YEI programme in Durham and are seeking self-motivated, enthusiastic professionals to join our team and lead in the engagement with targeted communities to provide and promote inclusive opportunities for young people and young adults to develop positive working relationships that will enable them to achieve their potential. You will work with vulnerable young people and young adults who have significant and complex barriers to help and support them to identify solutions and progress towards entry into education, employment or training. You will engage in effective multi-agency working with all agencies responsible for those in these cohorts and you will have significant experience of working with young people, young adults and employers.

The post holder will provide a valuable resource for Groundwork NE & Cumbria to enable it to achieve the Trust objectives. Dealing with a variety of Youth project delivery tasks in a diverse and busy internal and external environment, ensuring deadlines are met whilst maintaining quality.

KEY TASKS

Key Responsibilities : Project Delivery

- To monitor and evaluate the progress of projects, providing reports as required for Trust management, external bodies and funders.
- To ensure timely and accurate submission of evidence and the preparation of monitoring reports to assist in the compilation of claims to for funders
- Engage with young people to identify barriers to their progression in life, in education, training and ultimately employment.
- Personal development support and coaching that will include assessment, action planning and goal setting using appropriate assessment tools to map progress against agreed milestones to progression.
- Develop and maintain an understanding of the role and work of external agencies, service providers, employers and training providers and work with them to develop and deliver an effective, multi-agency approach to meet client needs.
- Management of a caseload of young people, ensuring that interventions are appropriate and timely and their progress is monitored with all contacts and progress reviews recorded as the contract dictates.
- Develop and deliver a range of approaches and motivational programmes to engage clients who are not in Employment, Education of Training.
- Carry out assessments and subsequent referrals to other services and projects as appropriate
- Deliver job search activity
- Actively promote clients to Employer Engagement Lead with a view to securing sustainable employment.
- Work closely with Groundwork Youth Performance Lead and Assistant Performance Lead to ensure the successful delivery of the project
- Establish and develop face to face relationships with young people in targeted areas in line with the project's stated aims and objectives.
- Implement, lead and deliver programmes of engagement and participation which meet the long term personal, social and educational development needs of young people.
- Provide information, advice and guidance to young people, in relation to issues that are pertinent to them such as health, education, and employment.
- Support young people in articulating their views on issues which affect them and act as advocates on their behalf. Particularly to support children & young people's participation in local decision making.
- Promote environmental awareness through engaging young people to participate in environmental projects.

Performance Targets

- Effective caseload management.
- Achievements of targets and outcomes imposed by all funders
- All reporting information completed and submitted as and when requested by Performance Lead/Assistant Performance Lead
- To contribute to the ongoing development of the Trust Business Plan.

Quality Targets

- Performance Management System maintained and updated in line with contract and internal requirements
- Customer Service. Standards adhered to at all times.

Additional Requirements:

- Integrate with wider team and share knowledge to benefit the holistic development of programmes.
- To operate in a pro-active and innovative manner, to generate solutions which support a diverse customer base into sustainable employment, maintaining a belief in the customers' ability to be employed throughout.
- Comply with all organisational policy, procedures and systems.
- To be aware of and assume the appropriate level of responsibility for safeguarding and promoting the welfare of children, young people and vulnerable adults and to report any concerns in accordance with the organisation's safeguarding policies.
- Ability to work outside normal office hours.
- Any other duties commensurate with the level of the post.