###### groundwork logo green on whiteGroundwork London Job Description

Job Title: Youth Worker (Achievement Coach)

Responsible to: Service Manager and Assistant Director; Youth services

**Location:** The Nest’s hub in Peckham and other locations across the London Borough of Southwark as required

# Job Background:

The Nest is a mental health service delivered by the Groundwork London Trust on behalf of Southwark Council Since opening in May 2020, it has provided an open access service leading on early intervention and prevention to improve the mental wellbeing of children and young people across the London Borough of Southwark.

To support the ever-expanding service, we are looking for an experience Youth Worker (Achievement Coach) to assist with the creation and delivery of youth workshops around mental health, employability, life-skills and education for Young People between 11-25s.

The Nest is Groundwork London’s mental wellbeing support service for young people aged 0 – 25 and living in the London Borough of Southwark Since launching as a remote service in May of 2020, The Nest has gone from strength to strength, expanding its core offer of therapeutic support to incorporate a holistic approach to wellbeing As part of this mission, The Nest will be delivering a brand new initiative supported by the National Lottery to deliver mental health and life-skills workshops to Young People between 11 and 25 across Southwark at risk of antisocial behaviour If you are passionate about supporting Young People in building a better future for themselves, we would love to hear from you!

# Main Objectives:

* Create and deliver weekly workshops for Young People (between 4-12 per group) around mental health, wellbeing, employability and education advice, and life-skills
* Work closely with the Service Manager, Therapeutic Practitioner and Achievement Coach to ensure a person-centred approach to each Young Person
* Work closely with the Youth Participation Coordinator to ensure the workshops meet the need of the Young People, and establish clear feedback pathways
* Assist Young People in finding the best support service tailored to their wellbeing, education and employment needs
* Provide regular updates and data on engagement and impact of the service using feedback mechanism and written reports

# Key Tasks and Responsibilities:

* Support and empower young people to make informed choices about their wellbeing
* Delivery ongoing co-production activities, e.g. workshops, questionnaires, etc.., to ensure young people’s voices are at the heart of service delivery
* Work flexibly on evenings and weekends to ensure full and supportive delivery of the programme
* Develop and maintain a thorough ‘local knowledge’ of the borough and its services and facilities, particularly in relation to mental health, employment and education issues
* Build and maintain excellent relationships and communication with stakeholders and partners/services such as schools, Family Early Help, Youth Offending Services and Social Services
* Collect feedback from service users to provide real-time information on service performance that will be used to inform, and where necessary, improve service delivery
* Collect data using surveys, reports and case studies for monitoring and evaluation purposes and to lead self-improvement and action planning as needed
* Ensure adherence across the team to Groundwork London’s policies and procedures including confidentiality, safeguarding and the management and sharing of data under the GDPR regulations and of the Data Protection Act 2018

# Other Responsibilities

* Undertake any other related responsibilities commensurate with the evolving objectives of the post and the evolution of the Trust, as may reasonably be requested by the Manager
* Work with due regard for Groundwork’s core values and objectives
* Ensure the effective implementation of and adherence to the Trust’s Diversity, Equal Opportunities, Health and Safety, and Data Security and Protection policies and procedures and reporting lines in the event of any concerns
* All Staff, the Board and Volunteers will actively support in their daily operations and duties Groundwork London’s Environmental Management System (EMS)

# Personal and Professional Development

* Participate in the Groundwork London Performance Management and Appraisal process, and agree short, medium and long term goals with line manager, and direct line staff
* Identify learning and development needs with line manager and evaluate T&D to demonstrate needs have been met
* Share best practice and achievements, and actively seek opportunities to present outcomes and case studies
* Contribute to the learning of others across the organisation by sharing knowledge and skills both informally and formally by participating in the trust’s training and development programme

**201/1250 March 2025**

**Person Specification – Youth Worker (Achievement Coach)**

**Note to Applicant:** When completing your application form, you should demonstrate/evidence of your experience, knowledge, skills & education in your application based on these criteria for the post. The grid also show at which stage of application and interview these are scored

| **Criteria** | **Essential or Desirable** | **Application form** | **Interview** | **Task or****Portfolio** | **Certificates or Qualifications** |
| --- | --- | --- | --- | --- | --- |
| 1 | Demonstrable experience working 1:1 and in group settings with Young People at risk of anti-social behaviours   | **E** | **✓** |  |  | **✓** |
| 2 | Experience of working in mental health, education and/or employment settings for young people | **E** | **✓** |  |  |  |
| 3 | Knowledge and understanding of the barriers and challenges that children, young people and their families can face when seeking support for their mental wellbeing, education and employment  | **E** | **✓** |  |  |  |
| 4 | Experience of creating strategic communication plans to advertise and promote a service  | **D** | **✓** | **✓** |  |  |
| 5 | Experience of monitoring and evaluating the impact of projects and reporting this to funders/stakeholders   | **D** | **✓** | **✓** |  |  |
| 6 | Experience of working collaboratively and collecting feedback from parents/carers, children and young people to shape service delivery  | **D** | **✓** | **✓** |  |  |
| 7 | Working knowledge of Safeguarding, the ability to follow procedures, and develop and work within a culture of safe practice  | **E** | **✓** | **✓** |  |  |
| 8 | Ability to follow Policies and Procedures in relation to Data Protection and Security, and Protection of Personal and Sensitive Personal Data  | **E** | **✓** | **✓** |  |  |
| 9 | Ability to plan and manage a complex work programme, prioritise tasks and deliver results on time  | **E** | **✓** | **✓** |  |  |
| 10 | Ability to use MS Corporate Software applications, particularly MS Office, MS Word, MS Excel and MS Outlook Email  | **E** | **✓** | **✓** |  |  |
| 11 | Ability to keep accurate records including service user development logs and use recorded data for evaluation and monitoring  | **E** | **✓** | **✓** |  |  |
| 12 | Willingness to be flexible in work patterns and to fulfil regular evening and weekend duties  | **E** | **✓** | **✓** |  |  |
| 13 | Commitment to Equality & Diversity and Equal Opportunity  | **E** | **✓** | **✓** |  |  |
| 14 | Demonstrable experience working 1:1 and in group settings with Young People at risk of anti-social behaviours   | **E** | **✓** | **✓** |  |  |
| 15 | Experience of working in mental health, education and/or employment settings for young people | **E** | **✓** |  |  |  |
| 16 | Knowledge and understanding of the barriers and challenges that children, young people and their families can face when seeking support for their mental wellbeing, education and employment  | **E** | **✓** |  |  |  |
| 17 | Experience of creating strategic communication plans to advertise and promote a service  | **D** | **✓** |  |  |  |

***Appointment to this role is subject to a Basic DBS through the Disclosure and Barring service***