



JOB DESCRIPTION

Job Title:	Sessional Senior Youth Worker
Responsible to:	Senior Outdoor Youth and Community Worker
Responsible for:	Activity participants
Operational Area:	Sussex and Surrey
Location:	Heathfield
Date:	July 2026

JOB SUMMARY

The Sessional Senior Youth Worker will support the running of our Holiday Food and Fun club during Easter, Summer and Christmas school holidays to provide a range of fun, nature-based learning activities for young people. Also providing ad hoc cover for our Green Gardening Group which engages NEET young people in horticultural and environmental activities. This currently runs Friday mornings and is accessed by young people aged 14-18 or 24 with additional needs.

You will guide and support young people aged 9-16 participating in our four-hour nature-based Holiday Food and Fun activity sessions, providing a safe environment for young people to learn, grow and develop.

The role will work in partnership with existing services already embedded in local communities to provide young people with opportunities. The role will require implementing and quality assuring best practice procedures relating to session delivery, safeguarding and health and safety.

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 using nature based activities as a foundation.

MAIN DUTIES

KEY AREA: PROJECT DELIVERY

- Support the delivery of sessions which provide a safe and fun environment for young people to engage with nature
- Develop a programme of nature based activities such as bug hunts, leaf pounding or other activities identified by the young people.
- To support practical sessions to implement young people's learning and ensure consistent high standards in youth work practice and co-ordination.
- Provide advice and guidance to participants attending the holiday club

- To work with participants to plan, develop and deliver activities designed to encourage their personal and social development
- To develop activities which address issues of anti-social behaviour and other current trends facing young people
- Implement safeguarding and health and safety procedures.

KEY AREA: PARTNERSHIPS AND STAKEHOLDER WORKING

- Maintain active partnerships and relationships with other organisations that directly impact the projects including local authority, community centres, and other interested parties to ensure effective engagement with young people.
- To work alongside the Area Programme Manager to build effective partnerships with youth organisations in the public and voluntary sectors
- 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 working with young people; activity plans and registers to ensure effective monitoring, evaluation and reporting is completed
- To support the Area Programme Manager in writing various reports on activities delivered
- 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 complete risk assessments for all activities delivered for all locations and environments that Groundwork South's projects deliver work in

KEY AREA: PUBLICITY AND RESOURCE MANAGEMENT

- To work alongside the team to promote Groundwork South's work with young people
- To maintain an active promotional social media presence

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

- Focus on customer satisfaction and deliver 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 vehicles, 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

- Adhere to all the policies and procedures of the organisation.
- Contribute to the Trust's work in maintaining existing and achieving future accreditations and standards.
- Commit 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, Communities & Landscape Design Services, Youth, Employment & Skills and Environmental Services 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	
	Facilitate activities in any of the following or related subjects: conservation, horticulture, nature, food, arts and crafts	X	
	Good understanding of Safeguarding policies and how to manage conversations with vulnerable young people	X	
	Relevant degree, vocational qualifications in Youth Work or related field		X
	Food Hygiene		X
	First Aider		X
Experience	Demonstrable experience of working with young people and supporting children or young people with complex needs	X	
	Experience of recording, monitoring and evaluating work with young people; activity plans and registers in accordance with GDPR	X	
	Demonstrable experience of partnership working with public, private and voluntary sectors.		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	
Abilities	Ability to engage positively with 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 safeguarding and promoting the welfare of children and adults at risk	X	
	Demonstrate a commitment to and understanding of the principles of equal opportunities in both employment and service delivery	X	
	Demonstrate an understanding of professional boundaries	X	
Special Requirements	Full UK driving licence and/or ability travel to Heathfield or Peacehaven. Access to your own vehicle for which you will need to be insured for business use. Employees are able to claim back mileage rates as per our Expenses Policy.		
	Able to work during school holidays		

TERMS AND CONDITIONS

Salary	£13.45 per hour
Contract	Zero hours
Hours of work	Groundwork makes no promise or guarantee of a minimum level of work to you and you will work on a flexible, "as required" basis.
Place of work	Your normal place of work will be Heathfield Youth Hub, High St, Heathfield TN21 0UP. 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	Your holiday entitlement will depend on the number of hours that you actually work and be pro-rated on the basis of a full-time entitlement of 28 days' holiday during each full holiday year (including the usual public holidays in England and Wales). Holiday will be allocated in hours.
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.
DBS Pre-Employment Check	This post will be subject to an enhanced DBS with barred lists 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.
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