

## Lead Youth Worker: Job Description

### Aim of the Post:

An exciting opportunity has arisen for a full time Lead Youth Worker at Youth Focus North East.

Youth Focus North East is an independent charity working across the North East, with a vision to improve the lives of young people through high quality youth work. We invest in the lives of young people aged 10 to 25, to create lasting change in their own lives and communities.

The Youth Worker will work directly with young people aged 10 to 25 years old, helping them to build life skills, develop healthy relationships and have a voice at the heart of decision making that effects them and their communities. The Youth Worker will be involved in a diverse range of programmes and projects that are designed to meet our overall vision of *'improving the lives of young people through high quality youth work'* This will include leading on the planning, delivery and evaluation of voice initiatives, social action projects, open access and targeted work and opportunities to deliver training in order to support the wider youth sector. They will be responsible for and have the freedom to lead and manage projects, set and meet targets, manage budgets and work with a wide range of partners.

Central to the role will be promoting the values of youth work and ensuring young people's voices are central in their planning, delivery and evaluation.

We are looking for a Youth Worker who is passionate about making a positive difference in the lives of young people and the communities we serve. Someone who can engage and build relationships just as well with young people as they can with other professionals and partners. Someone who is excited and motivated to learn and work in a challenging environment, across a broad portfolio of projects.

The post will mainly be based in our Middlesbrough office but will be expected to travel to our Gateshead office regularly and across the North East.

### Responsible to:

- Director of Youth Work (YFNE)

### Salary:

£26,775 per annum (pay review due in September 2023)

12-month initial contract

### Main Duties and Responsibilities:

The following is typical of the range of duties the Lead Youth Worker will be expected to perform. It is not necessarily exhaustive and other duties of a similar nature and level may be required.

- Delivery of high-quality face to face work with young people using a range of engagement methods.
- To actively promote equal opportunities, encourage participation, decision-making and responsibility amongst young people.
- Proactively monitor outcomes of the youth work programme, ensuring it is supporting young people to identify and review their own goals and to have a voice in shaping the programmes as a whole.
- Implement and develop project plans ensuring that time specific milestones for the delivery of programmes are met.
- To ensure that all activities within the programmes are effectively monitored and evaluated.
- To ensure that all activities organised within the programmes are properly managed and carried out within legislation and policies relevant to the job role, including equality, safeguarding, health and safety, data protection and financial probity.
- Value and promote diversity and inclusion in the development and delivery of the programme.
- Manage time and resources effectively.
- Act as a role model for young people, inspiring them to engage in the services and understand and appreciate the role of youth work as a career opportunity
- To support young people to challenge policy and practice locally, regionally and at national level.
- To ensure that effective communications to partners are in place and sustained.
- Actively contribute to the training and development activities of the organisation.
- Commit to continuing professional development to meet changing demands of the job and participate in appropriate training activities.

**Other:**

- Adhere to all Youth Focus North East Policies including, health and safety, safeguarding, confidentiality and undertake mandatory training as required
- To respond to and report any Safeguarding concerns ensuring compliance with YFNE Safeguarding Policy and Procedures.
- To work within an anti-discrimination framework.
- To ensure adherence to YFNE policies and procedures and to keep up to date with relevant legislation.
- To undertake training as agreed.
- To undertake any other areas of work identified by the Chief Executive and Board of Trustees.

## Person Specification

This is a really new important role within YFNE. It provides the right person with an opportunity to use their skills and talents to make a huge difference to young people.

We are looking for someone who is:

- Innovative and creative with a ‘can do’ approach
- Friendly, outgoing, and confident.
- Organised
- Challenging
- Passionate – about young people and youth work
- Collaborative
- Positive and Encouraging
- Continually learning and developing the way they work
- Enjoys to work in a fast-changing environment

| Essential                                                                                                                                      | Desirable                                                                                                                                              |
|------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------|
| <ul style="list-style-type: none"> <li>● Minimum Level 2 Qualification in Youth Work or related profession</li> </ul>                          | <ul style="list-style-type: none"> <li>● To be JNC qualified in Youth Work</li> </ul>                                                                  |
| <ul style="list-style-type: none"> <li>● Minimum of three years’ experience of working with young people aged between 11 – 25 years</li> </ul> | <ul style="list-style-type: none"> <li>● Experience of developing and delivering training</li> </ul>                                                   |
| <ul style="list-style-type: none"> <li>● Ability to relate to young people</li> </ul>                                                          | <ul style="list-style-type: none"> <li>● Working with young people from specific interest groups such as mental health services, NEETS etc.</li> </ul> |
| <ul style="list-style-type: none"> <li>● Ability to engage, support and motivate young people using a range of methods</li> </ul>              | <ul style="list-style-type: none"> <li>● Experience of working at a regional level</li> </ul>                                                          |
| <ul style="list-style-type: none"> <li>● Experience in delivering group and/or 1-2-1 activities</li> </ul>                                     | <ul style="list-style-type: none"> <li>● Experience of coordinating and delivering programmes to young</li> </ul>                                      |

| Essential                                                                                                                                                                                                   | Desirable                                                                                                                                                                                                                                                                                                                                            |
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|                                                                                                                                                                                                             | people including meeting targets and deliverable outcomes                                                                                                                                                                                                                                                                                            |
| <ul style="list-style-type: none"> <li>• Knowledge and understanding of issues facing young people</li> </ul>                                                                                               | <ul style="list-style-type: none"> <li>• Experience of the development and delivery of participation work with young people</li> </ul>                                                                                                                                                                                                               |
| <ul style="list-style-type: none"> <li>• Positive and self-driven, able to work independently and as part of a team</li> </ul>                                                                              | <ul style="list-style-type: none"> <li>• Knowledge of regional/local networks, structures and initiatives</li> <li>• Knowledge of government policy structures and initiatives in relation to young people</li> </ul>                                                                                                                                |
| <ul style="list-style-type: none"> <li>• Ability to prioritise effectively and enjoy multitasking in a busy environment</li> </ul>                                                                          | <ul style="list-style-type: none"> <li>• Knowledge of the UN Convention on the Rights of the Child</li> </ul>                                                                                                                                                                                                                                        |
| <ul style="list-style-type: none"> <li>• Commitment to, and understanding of principles of participation</li> </ul>                                                                                         | <ul style="list-style-type: none"> <li>• Current driving licence/able to meet the travel requirements of the post.</li> <li>• *We understand that under certain circumstances you may not have a full driving license, e.g. registered disabled. As the role requires travel, demonstrating a means of appropriate mobility is essential.</li> </ul> |
| <ul style="list-style-type: none"> <li>• Good organisation and administration skills in proficiency in IT</li> </ul>                                                                                        |                                                                                                                                                                                                                                                                                                                                                      |
| <ul style="list-style-type: none"> <li>• Ability to communicate effectively and relate to a range of stakeholders, external partners, and, particularly the statutory and voluntary youth sector</li> </ul> |                                                                                                                                                                                                                                                                                                                                                      |
| <ul style="list-style-type: none"> <li>• Willingness to flexible hours, including evenings and weekend</li> </ul>                                                                                           |                                                                                                                                                                                                                                                                                                                                                      |

## Personal Qualities

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| <ul style="list-style-type: none"> <li>• Innovative and creative with a 'can do' approach.</li> </ul>                                                                                                                      |
| <ul style="list-style-type: none"> <li>• Friendly, outgoing, and confident.</li> </ul>                                                                                                                                     |
| <ul style="list-style-type: none"> <li>• Excellent interpersonal skills to build relationships with a very wide range of people.</li> </ul>                                                                                |
| <ul style="list-style-type: none"> <li>• Ability to work in a fast-changing environment.</li> </ul>                                                                                                                        |
| <ul style="list-style-type: none"> <li>• Ability to work through ambiguity and uncertainty and remain calm under pressure.</li> </ul>                                                                                      |
| <ul style="list-style-type: none"> <li>• A creative, self-starter with a bias towards action.</li> </ul>                                                                                                                   |
| <ul style="list-style-type: none"> <li>• Adaptable with a growth mind-set, open to feedback, learning and development.</li> </ul>                                                                                          |
| <ul style="list-style-type: none"> <li>• An ability to reflect on your professional practice and to proactively seek resources and support for your own personal development as well as that of the wider team.</li> </ul> |
| <ul style="list-style-type: none"> <li>• Proficient written and verbal communications skills.</li> </ul>                                                                                                                   |
| <ul style="list-style-type: none"> <li>• Proficient IT and social media skills.</li> </ul>                                                                                                                                 |