

Christchurch Activities for Young People

Role Description

Role Title:	Volunteer Youth Worker	Reporting to:	Manager
Hours:	30 hours	Location:	Somerford Youth and Community Centre

1. Key purpose

Promoting the personal, educational, creative and social developments of young people, helping them reach their full potential. Helping to hold a safe and supportive environment where young people learn to:

- treat themselves and others with kindness and respect
- discover exciting new ideas and activities they are unlikely to experience anywhere else
- laugh, learn, experiment, make mistakes and thrive
- grow into motivated, positive, resilient and caring citizens

2. Key responsibilities and tasks

- Welcoming young people into the building, ensuring everything is running smoothly and supporting young people engaging with the activities.
- Delivering a drop-in session for example organising games, positive activities and conversations, taking accountability for security and safe working within the youth sessions.
- Supporting the delivery of creative and partnership projects.
- Having conversations with young people, identifying issues affecting them and how their needs can be met.
- Mentoring, coaching and supporting individuals, encouraging young people to develop their self-awareness, independence and individuality.
- Identifying where targeted youth support is needed and facilitate referrals and connections.
- Helping ensure that all evidence of projects are properly documented, and that work is evaluated and reported in accordance with contractual commitments.
- Keeping registers, writing evaluation reports and inputting data into our management information system.
- Taking part in outreach activities, both independently and in partnership with other services.
- Developing and building strong community relationships with external stakeholders i.e. schools and colleges and developing relationships with other youth networks.
- Staying informed on legislation, local and national issues, and best practice in youth work.
- Ensuring child protection procedures are followed and that the safeguarding of young people is paramount.
- Carry out all duties in accordance with CAYP's policies on Health and Safety, Child Protection and Data Protection, and with relevant legislation.

- 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.
- Assist in producing and maintaining several sources of information on the website and in publications
- Ability / willingness to learn to undertake grant funding applications.
- Any other duties appropriate to the post as directed by the manager.

Person Specification

- **You are**
Friendly, cheerful, positive and self-driven, able to work independently and as part of a team – **ESSENTIAL**
- **Education, qualifications or experience**
Experience of working with children and/or young people in a community environment - **DESIRABLE**
Experience of organising small-scale events or coordinating projects – **DESIRABLE**
Knowledge / experience of working in the charity sector – **DESIRABLE**
- **Knowledge, skills and abilities**
Excellent communication skills, with the ability to quickly establish positive relationships with young people and motivate them to participate in activities and events - **ESSENTIAL**
Good organisational and administration skills - **DESIRABLE**
Understanding and appreciation of the importance of monitoring and evaluation in a youth work setting. - **DESIRABLE**
Politically and creatively aware and ‘plugged in’ to emerging youth sub-culture - **DESIRABLE**
Positive about embracing challenge and change, open to experimenting, new ideas, reflective practice and working with other organisations in a spirit of partnership - **ESSENTIAL**
Ability to prioritise effectively and enjoy multi-tasking in a busy environment - **DESIRABLE**
A believer in strongly supportive environments, sharing and being open with colleagues - **ESSENTIAL**
A working understanding of safeguarding children and young people and how to maintain appropriate professional boundaries - **DESIRABLE**
A working understanding of equality and diversity with the ability to challenge discriminatory behaviour - **DESIRABLE**