

Job Description: Youth and Community Worker

Company	Berkshire Youth	Location	Reading	
Reference		Salary	£20,865 - £23,580	37 hours per week

Background

In the ever-changing environment of youth work, it is vital that within Berkshire we have both, safe spaces for young people to develop positive and trusting relationships and opportunities for them to develop their talents, skills and aspirations.

Berkshire Youth have supported youth organisations and have delivered a variety of youth services throughout Berkshire for over 75 years. This role will expand on the existing work of Berkshire Youth and will directly deliver a number of youth programmes in order to support young people in Berkshire.

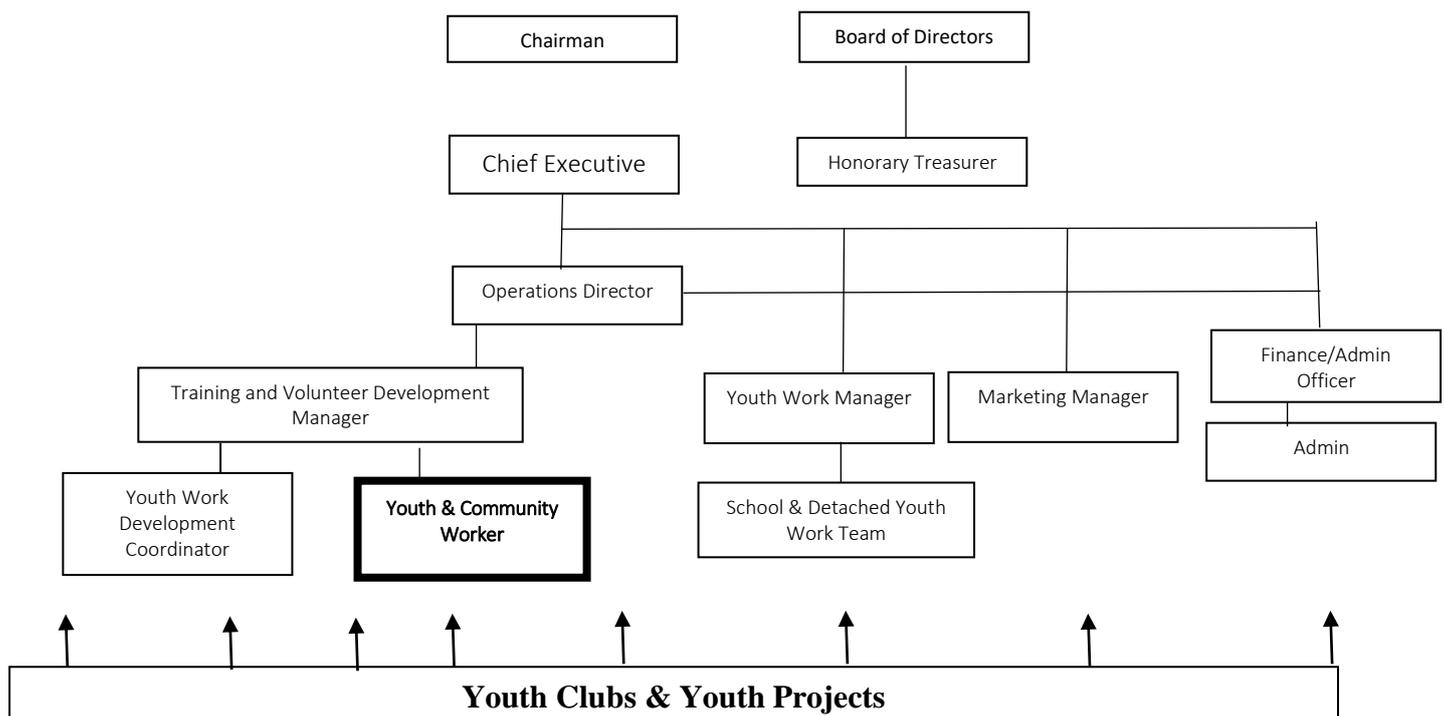
Job Role

Working closely with the Training & Volunteer Development Manager and the wider Berkshire Youth team, you will support the development and delivery of our Youth Offer to member organisations and partners. This offer combines a number of different programmes including leadership programmes with schools and healthy lifestyle programmes with member organisations.

There is scope for you to be creative in this role and make a significant different to the young people you work with. This is a very exciting and varied role as you could be delivering a piece of group work on emotional resilience in the morning, supporting a DofE group in the afternoon and delivering a sports activity in the evening. Due to this, a flexible approach to work including willingness to take on tasks outside of the normal remit and to work irregular hours, is essential in this role. A minimum of two evenings a week will be required.

As an employee of Berkshire Youth, you will enjoy a wide and varied portfolio of work allowing you to build on your current skills and expertise for which suitable training and support will be provided.

Organisation Structure



Main Duties

-
- Develop, coordinate and deliver the ‘Youth Offer’ within the Membership and Training team including:
 - An annual youth events programme
 - Youth training and development programmes including leadership programmes
 - Other funded youth programmes currently including SPLAT, Fit4YOUth and UK Youth programmes

 - Coordinate all bookings for the Youth Offer and effectively communicate with youth organisations, partners and delivery partners where appropriate

 - To evaluate and monitor the Youth Offer as per the contract agreement including providing regular reports to the Training and Volunteer Development Manager and wider team at Berkshire Youth

 - To work closely with the Membership Engagement Coordinator to map youth provision in Berkshire and identify gaps in provision and to support the development of these provisions

 - To visit member and partner organisations regularly, offering feedback on best practice

 - Ensure all youth programmes are innovative and needs led

 - Develop good relationships with specific strategic partners, local organisations, authorities and governing bodies to enhance funding as appropriate

 - To support the engagement of volunteers and interns who wish to use youth activities as a way of volunteering in their communities

 - Promote and represent Berkshire Youth at relevant forums, external events and meetings

 - Take the lead on gathering good news stories, job adverts and blog articles from our member and partner organisations in relation to youth programmes to post on our website and in our newsletters

 - Maintain a good knowledge of National and local initiatives which are of benefit to Berkshire Youth, young people and youth clubs and take lead on sharing this information to our staff and partners

 - Work alongside the Member Engagement Coordinator to develop and deliver workshops, training and networking events for member and partner organisations including an annual youth work conference

 - To produce and develop materials and resources, such as session plans, to support member organisations and promote organisation best practice

 - To attend team meetings and regular supervision meetings with the line manager and attend training that will enable personal and workforce development

 - Displays a commitment to the protection and safeguarding of children, young people and vulnerable adults

 - Work within guidelines of Berkshire Youth policies and procedures

 - Carry out any other Berkshire Youth duties as required including
 - Attend, where appropriate, local and national meetings
 - Maintain a good knowledge of national, regional and local initiatives which are of benefit to the organisation, young people, volunteers and their youth clubs
 - To support the continued development of youth participation and Hear by Right
 - Develop good relationships with partners, unitary authorities and local organisations
 - Contribute to the development and delivery of communication strategies that encourage participation

This role is subject to an Enhanced DBS Check

Person Specification

Key Criteria	Essential	Desirable
Qualifications and Training	<ul style="list-style-type: none"> • Relevant qualification in youth work or suitable field • Educated to NVQ Level 3 or equivalent • To hold a full Clean UK driving licence and have access to a car 	<ul style="list-style-type: none"> • Recognised Youth Work Degree or equivalent (JNC desirable) • Up to date safeguarding and first aid qualifications • Other relevant training including; Prevent, Mental Health Training or similar
Competence Summary (knowledge, abilities, skills, experience)	<ul style="list-style-type: none"> • At least two years face-to-face work with young people • Experience of running group work programmes with young people • Experience of organising and delivering multiple events/activities at the same time • Experience of working within policies and procedures and an awareness of youth work best practice • Ability to initiate, plan, monitor and evaluate work with young people • Highly organised and able to manage own workload • Excellent communication and interpersonal skills across all age groups and an ability to positively motivate those around them • Knowledge and understanding of the range of issues relevant to and affecting young people • Ability to work effectively in a team • Ability to determine priorities and targets and to achieve them including when working under pressure • Up to date with relevant current affairs around youth work • Confident user of IT, including Microsoft Office 	<ul style="list-style-type: none"> • Experience of coordinating and delivering leadership programmes for young people • Experience working with and delivering programmes for UK Youth • Experience of running group work with young people in a variety of settings • Experience of managing volunteers • Experience of operating within and managing budgets • Experience of writing regular monitoring reports • Experience of delivering training to a varied audience • Specific skills in the delivery of young people's activities e.g. sport, music

<p>Other Work Requirements</p>	<ul style="list-style-type: none"> • Passion and enthusiasm for supporting young people with their personal development • Committed to treating people equally, respecting differences and challenging prejudice and discrimination • A positive, enthusiastic and 'can do' approach to work • A flexible approach to work including willingness to take on tasks outside of normal remit and to work irregular hours • Committed to your own learning and development • To have access to a car for business use 	<ul style="list-style-type: none"> • Aware of national and local strategies and accreditation • Ability to identify and access national, regional and local funding streams

This post is subject to an Enhanced DBS, the Right to Work in the UK and satisfactory References and probation period