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Wellspring Settlement

JOB DESCRIPTION

**Job Title: Sessional Youth Worker**

**Salary:** Scale E point 22 £22,364 per annum pro rata (£12.29 per hour)

**Contract Term:** 3.5 hours per session, up to 3 evening sessions per week. Applicants can apply for one, two or three sessions. Fixed term for 15 months

**Responsible to:** Youth Work and Partnerships Coordinator

**Management responsibility**: none/volunteers

**Holiday: 5 weeks plus bank holidays per year pro rata**

**Pension:** Employees will be enrolled into the workplace pension if eligible.

**This post is subject to a satisfactory enhanced DBS check**

**Purpose of the job**

To deliver a range of youth work, initially sessional as Wellspring Settlement continues to develop The Swan former public house as dedicated youth space. This will involve running youth work sessions alongside Wellspring Settlement staff and our local youth work partners. The purpose of the work is to ensure that local young people are able to be involved in creating and participating in fantastic youth services.

**Key Tasks and Responsibilities:**

1. To work as part of a small team, meeting with young people on streets, in public places, through schools and partners and centre based work within The Swan when it opens in April 2024
2. To support a diverse Youth Forum to shape future youth provision
3. Create and deliver a programme of trips, activities and training
4. To ensure that we reach a diverse range of young people
5. To maintain and ensure the relevant paperwork is recorded for monitoring and evaluation purposes
6. To undertake risk assessments and keep accurate records as necessary
7. To provide regular updates and written reports as requested

#### **General Duties**

1. To prepare, attend and actively participate in supervision sessions including engaging in the monitoring and review of performance targets.
2. To work within the policies and procedures of Wellspring Settlement and attend appropriate team meetings, training events and staff development days.
3. To communicate with staff, volunteers, service users and partners in a positive and effective manner.
4. At all times to work within and actively promote the Equity, Diversity and Inclusion Policy of the Settlement.
5. At all times to be aware of the health and safety of colleagues, users, local people and self and to work within the health and safety policies of the Settlement.
6. Work flexibly in terms of responsibilities and working hours as required or directed, including occasional evening and weekend work, carrying out any duties as they arise which are consistent with the general character of the post.

| **POST**  **Person Specification**  Due to the nature of the work the post holder must be at least 18 years of age  Applicants must demonstrate that they have the essential criteria in order to be shortlisted for interview. Your application must show, in detail, how you meet the following essential criteria.  It would also be useful to add, in addition, details of how you meet any desirable criteria that may be listed. | | |
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|  | **ESSENTIAL** | **DESIRABLE** |
| **Qualifications** |  | * First Aid * Youth work training * Safeguarding/Child protection |
| **Experience** | * Knowledge and experience of working with young people. * Experience of working effectively within a team * Experience of resourcing and delivering activities * Project planning * Working within budgets * Ability to work on own initiative and efficiently plan * Willingness to learn, receive and apply training | * Previous work with young people |
| **Specific Skills/ Knowledge** | * Confident to talk with young people in parks and open spaces * Ability to communicate effectively in English writing, through social media and in conversation | * A second language * Coaching skills |
| **Attitudes/Personal**  **Characteristics** | * Highly self-motivated organiser * Accurate time keeping * Creative, fun, approachable and reliable * Flexible and adaptable * Willing and able to lead/participate in trips outside of Bristol (usually day trips) * Be able to work flexibly as most of this work will be late afternoon, evenings and weekends. * A commitment to Equalities, Diversity and Inclusion |  |

JRG date: 23/08/23

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