



JOB DESCRIPTION

Section: Charity Services

Post: Lead Youth and Community Worker

Reporting to: Co-Leader/Charity Services

Salary: SCP 18-25

PURPOSE:

The post holder will develop and lead the Youth and Community services which will be delivered across local communities as well as from our own premises. The post holder has responsibility for day to day management of premises and also for a team of staff and volunteers. The post includes leading on consultation, monitoring, evaluation and fundraising for the charity's work through bid writing and supporting fundraising events.

PRINCIPLE ACCOUNTABILITIES

1	To work with and lead a team in the delivery of quality youth and community provision from the charity's premises and throughout the local community in community spaces and buildings. Working closely with beneficiaries to shape the service.
2	To provide line-management to a team of staff, volunteers and students on placement including but not limited to provision of quality team briefings, one to one and group supervision, performance appraisals and support for professional development and progression.
3	To work in partnership with a range of community, voluntary, statutory and private organisations to the benefit and promotion of Child Dynamix Youth & Community work. This may include attending meetings and writing reports to represent the charity.
4	To provide targeted one to one support and undertake My Star assessment with young people, providing case supervision to the team around My Stars, ensuring an action plan is developed and utilised to bring about positive change for young people.
5	To promote and safeguard the welfare of children, young people and families. To have a good understanding of Safeguarding and Early Help services.
6	To attend when necessary core group/ review meetings and/or attend all statutory meetings to support parents and contribute to the safeguarding of children and young people. To advocate the voice of the child or young person and to add to the support offer where appropriate.

7	To pro-actively engage and build effective working relationships with a range of agencies as part of an integrated approach to supporting the most vulnerable young people and their families, building resilience, delivering sustainable change and encouraging access to universal and early help services.
8	To ensure that all activity is recorded appropriately in line with Information Governance standards using the charity's data collection systems. To use this data to produce accurate and timely reports internal purposes and for funders.
9	To lead, develop and support staff and volunteers to engage effectively with children, young people and local residents
10	To work with the PR and Marketing team, to ensure timely and effective publicity maximising attendance and engagement in the services offered.

General:

1. The main duties/responsibilities are not too exhaustive and may vary without changing the character of the job or the level of responsibility
2. The role will involve having access to information of a confidential nature, which may be covered by the Data Protection Act. Confidentiality must be maintained at all times
3. The post holder must be flexible to ensure the operational needs of the project are met. This includes undertaking duties of a similar nature and responsibility as and when required
4. Equal Opportunities – Child Dynamix Company Limited is fully committed to the active promotion of equal opportunities as an employer and in the provision of all its services. It is the responsibility of every member of staff to ensure the practical application of this policy
5. Health & Safety – The Health & Safety at Work Act (1974) and other associated legislation places responsibilities for Health and Safety on all employees. Therefore, it is the post holder's responsibility to take reasonable cares for the Health, Safety and Welfare of him/herself and other employees in accordance with current legislation and the Child Dynamix Company Limited Health and Safety Policy
6. Where the post holder is disabled, every effort will be made to supply all necessary employment aids, equipment or adaptations to enable him/her to perform the full duties of the job. If, however, a certain job proves to be unachievable then job redesign will be given full consideration.

PERSON SPECIFICATION

SECTION: Charity Services

JOB TITLE: Lead Youth and Community Worker

SALARY: SCP 18 - 25

	Lower	Median	Upper	How Identified
Relevant Experience	<p>2 years' experience of leading and managing in a youth and community work setting.</p> <p>Experience of involving children and young people in service design, delivery and evaluation.</p> <p>Working in partnership within youth and community settings</p> <p>Experience of writing or contributing to small funding bids.</p> <p>Able to monitor and evaluate the quality and impact of service delivery and make changes to the work where necessary</p>	<p>2 years' experience of leading and managing in a youth and community work setting.</p> <p>Experience of Involving children and young people in service design, delivery and evaluation.</p> <p>Facilitate partnerships with youth and community settings.</p> <p>Experience of writing or contributing to successful funding bids in the region of £10,000</p> <p>Able to monitor and evaluate the quality and impact of service delivery and make changes to the work where necessary</p>	<p>3 years' experience of leading and managing in a youth and community work setting.</p> <p>Experience of involving children and young people in service design, delivery and evaluation.</p> <p>Lead and develop partnerships within youth and community settings.</p> <p>Experience of writing successful funding bids in excess of £10,000</p> <p>Able to monitor and evaluate the quality and impact of service delivery and make changes to the work where necessary</p>	<p>Application form, References, Interview</p>
Qualifications	<p>L4 qualification in youth and community work or related discipline</p> <p>Commitment to continuous professional development</p> <p>Relevant qualifications in English and Maths</p> <p>Completed training in: Safeguarding Health & Safety</p>	<p>L5 qualification in youth and community work or related discipline</p> <p>Commitment to continuous professional development</p> <p>Relevant qualifications in English and Maths</p> <p>Completed training in: Safeguarding Health & Safety</p>	<p>BA (Hons) Community & Youth Work Studies or equivalent.</p> <p>Commitment to continuous professional development</p> <p>Relevant qualifications in English and Maths</p> <p>Completed training in: Safeguarding Health & Safety</p>	<p>Application and at Interview with a request for certificates.</p>

	First Aid Risk Assessment GDPR	First Aid Risk Assessment GDPR	First Aid Risk Assessment GDPR	
Special Knowledge	<p>Good level of IT skills demonstrable ability to use all basic packages including Outlook, word, excel, and databases.</p> <p>Knowledge of engaging children, young people and adults in youth and community work and the benefits to them being involved.</p> <p>Knowledge of policies and procedures around Child Protection, Equal Opportunities and Health & Safety. Knowledge of behaviour management. Knowledge of integrated working.</p>	<p>Good level of IT skills demonstrable ability to use all basic packages including Outlook, word, excel, and databases.</p> <p>Knowledge of engaging children, young people and adults in youth and community work and the benefits to them being involved.</p> <p>Knowledge of policies and procedures around Child Protection, Equal Opportunities and Health & Safety. Knowledge of behaviour management. Knowledge of integrated working.</p>	<p>Good level of IT skills demonstrable ability to use all basic packages including Outlook, word, excel, and databases.</p> <p>Knowledge of engaging children, young people and adults in youth and community work and the benefits to them being involved.</p> <p>Knowledge of policies and procedures around Child Protection, Equal Opportunities and Health & Safety. Knowledge of behaviour management. Knowledge of integrated working.</p>	<p>Application form and interview with a request for certificates. References</p>
Interpersonal Social & Communication skills	<p>Ability to work in partnership with children, families, young people and the local community maintaining and developing relationships.</p> <p>Ability to adapt information appropriately to differing abilities in a coherent way.</p> <p>Ability to use own initiative and lead a team.</p>	<p>Ability to work in partnership with children, families, young people and the local community maintaining and developing relationships.</p> <p>Ability to adapt information appropriately to differing abilities in a coherent way.</p> <p>Ability to use own initiative and lead a team.</p>	<p>Ability to work in partnership with children, families, young people and the local community maintaining and developing relationships.</p> <p>Ability to adapt information appropriately to differing abilities in a coherent way.</p> <p>Ability to use own initiative and lead a team.</p>	<p>Application form and interview with a request for certificates. References</p>

Environmental commitment – Child Dynamix is committed to establishing and maintaining high standards of environmental protection and undertakes to be a responsible steward/guardian/protector of the environment. All team members are jointly responsible for minimising any adverse impacts on the Child Dynamix operations on the environment and wherever feasible, must use resources to meet today's need in a manner which does not adversely affect the environment or compromise the ability to meet the needs of future generations.

Health & Safety - responsible for ensuring the safety of clients, staff, volunteers and self in accordance with the Health & Safety Policy and Procedures of the organisation and current legislation

Customer Care - responsible for fielding customer issues and ensuring that they are dealt with in accordance with the customer service systems and policies

Equal Opportunities - responsible for ensuring that all customers, beneficiaries, clients, staff and volunteers are treated in accordance with the policies and procedures of the organisation.

This Job Description and Person Specification conveys a full and accurate description of the job:

Confirmed By: _____ Co-Leader/Core Services

Accepted By: print name _____ Post Holder

Signature: _____

Date: _____

Child Dynamix is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff and volunteers to share this commitment.