



PART TIME PLAY & YOUTH WORKER

Responsible to: Youth Initiative Manager

Job Description

Main Tasks and Responsibilities

- Deliver and promote high quality, play and youth work opportunities, inclusive for all children and young people 8-19 years whatever their abilities.
- Participate in the design, development and delivery of evening sessions for 8 to 18 year olds, including holiday provision.
- To take lead responsibility for key areas of provision as identified within supervision and appraisals.
- Welcome all children and young people in a friendly manner and provide them with a safe space to work in.
- To establish and maintain appropriate relationships with children and young people.
- Make sure that the programme of activities delivered is fun, interesting, valuable and appropriate to the children using the facilities by providing a variety of opportunities and identifying and accommodating changing needs.
- To ensure all children and young people using the service within the session, receive appropriate support and information.
- To ensure that all paperwork relevant to the sessions is completed appropriately.
- To monitor and evaluate in line with funding criteria's.
- To insure that any work is carried out within risk assessments done for the activity or session.
- To contribute to maintaining the overall condition of the club, ensuring it is a safe and positive space for young people to attend.
- To contribute to both briefing and de-briefing sessions with staff and volunteers for the session and to ensure that any client and session records are maintained.
- Collect and collate outcomes monitoring information and follow organisational procedures.
- To actively involve young people in shaping and influencing the direction of the project.
- To implement project and organisational policies and procedures into daily work practice.
- To comply with and implement our Safeguarding policy and ensure that child protection issues are fully reported, recorded and dealt with appropriately.
- To comply with and implement our Equal Opportunities Policy and any specific policies and procedures designed to promote and monitor equal opportunities.

- To comply with and implement our Health and Safety Policy and Procedure relating to the specific activities on which you are employed.
- To attend regular supervision sessions, staff meetings as required and undertake any training as required
- To be aware of the needs of other workers, paid or unpaid, and contribute positively to a supportive working environment.
- To be part of a multi-agency environment working with young people with diverse needs
- To undertake any other duties as might reasonably be asked of the post holder at the request of the Youth Initiative Manager.

PERSON SPECIFICATION

Essential criteria

- Level 2 qualification in Youth Work, Play work or equivalent qualifications.
- Experience of working with children or young people with a wide range of needs.
- Experience or understanding of play or youth work values.
- Experience of working with challenging behaviour.
- Understanding of the needs, challenges and difficulties that children and young people face.
- Experience of working within youth or play work programmes and ability to contribute towards the planning of these.
- Experience of leading an developing youth work programs.
- Commitment to and interest in working with and supporting young people to engage in positive activities.
- Experience of working towards agreed targets and towards the achievement of outcomes.
- Ability to work calmly in a busy, demanding environment and work flexibly.
- Ability to work within deadlines.
- Good self-awareness & strong interpersonal skills.
- Proven communication skills both written and verbal.
- Ability to work independently, professionally and consistently.
- Ability to work flexible hours e.g. evenings or weekends.
- Knowledge of safeguarding practice and policy.

Desirable

- Level 3 qualification in Youth Work, Play work or equivalent qualifications.
- Experience of linking with other services and joint working.
- Experience of delivering accredited programmes of work.
- Knowledge and experience of outcomes monitoring
- Knowledge and experience of Duke of Edinburgh Scheme.
- Knowledge and experience of Music Programs.
- Knowledge and experience of health and wellness initiatives
- Knowledge of youth and play services available in Elswick/Newcastle.
- Level 3 qualification in Youth Work, Play work or equivalent qualifications.

- Ability to see solutions rather than problems.
- Experience of working with a team of volunteers
- Full Clean driving licence and ability to drive a minibus when required.
- Experience of supporting youth led funding stream's and initiatives in the region.
- Knowledge of services available to young people in the Newcastle area.