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| **JOB DESCRIPTION: YOUTH SUPPORT WORKER** |
| **Location:** POINT, Popworks, Parc Y Shwt, Fishguard, Pembrokeshire, SA65 9AP |
| **Hours of work:** 30-37 hours per week (negotiable) evening and weekend work required. Fixed term contract until December 2024 (contract extension subject to further funding) |
| **Salary:**  **£23,088 - £24,121 p.a pro rata (dependent on experience)** |
| **Responsible to:** Drop in manager |
| **Organisation Purpose:**  To provide opportunities for young people aged 11-25 years living in North Pembrokeshire to acquire the confidence, self-esteem and skills to overcome the obstacles they may encounter on their journey from childhood to adulthood. Whilst also encouraging them to explore their interests and play an active role within their community. |
| **Job Description:**  **Popworks Drop in**   * To identify the needs of local young people and to provide a range of social education activities which aim to meet these needs * Run arts-based activities, community/environmental projects, residential activities, outdoor education and sporting activities which will enhance the personal, educational, emotional and social development of young people * providing opportunities for young people to talk openly and confidentially * developing and implementing ways to involve young people in projects – for example, by providing feedback or being involved in decision making processes * To deliver programmes of informal qualifications delivery including targeted group work. * To assist the senior youth worker in 16 -25s drop in provision supporting young people with employability skills and Agored qualifications. * Directing young people to sources of advice * Identifying concerns about young people involved in programmes and following these up including safeguarding concerns * Asist in the compiling of evidence of outcomes for quarterly/ yearly monitoring reports * maintaining confidential records * writing and presenting reports * facilitating workshops in schools and community settings * Attend and contribute to multi-agency meetings that bring together the young person, their family members and practitioners from different sectors as part of a team around the family approach, such as schools, community groups, the police, social services   **General duties**   * To promote the principles contained within the youth work curriculum statement for Wales. * To keep informed of local and national initiatives for young people. * To adhere to the Point’s policies and procedures such as confidentiality, Safeguarding etc. * To partake in other duties where appropriate and requested by the General Manager and/ or Drop in Manager . * Attend regular team meetings and Line Management. * Attend regular training and development opportunities to maintain an up-to-date knowledge of safeguarding, health and safety and local policy developments; |

**PERSON SPECIFICATION   
  
Please ensure that you read the person specification carefully as this will be used to assess candidates as part of the shortlist and interview process.**

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| **Essential:**   * Hold or prepared to work towards a relevant Youth Work   Qualification; to be achieved within  12 months of commencing in post.   * Must be over 18 years of age. * Experience of working with young people aged 11+. * a strong commitment to young people and an understanding of the factors affecting their lives * the ability to provide reliable support to young people and act with integrity in times of stress * excellent interpersonal skills, with the ability to establish and maintain good relationships with young people * patience, tolerance and flexibility * Good organisation skills including ability to manage own workload and take responsibility for project outputs and outcomes against agreed targets * a sense of adventure and a willingness to try new things * formal communication skills for presentations, report writing and funding applications * the ability to treat young people's concerns with respect, tact and sensitivity, while being aware of the limits that are required by confidentiality and the boundaries that govern the youth/youth worker relationship * a great deal of resilience * Possess a full driving license. * Be a good time keeper and able to make a commitment to the work. * Good working knowledge of Microsoft Office Applications. * Effective communication skills on a multi-disciplinary levels. |
| **Desirable:**   * Level 2/3 Youth and Community Work or equivalent * Experience of working with 16-25 year olds who are not in employment, education or training * Experience of facilitating informal qualifications e.g Agored Cymru, ASDAN, DofE * Ability to speak Welsh * an interest in, or talent for, sport or performing arts * D1 driving licence |
| Special Factors:   * No staff are unable to commence work until satisfactory Enhanced DBS check has been undertaken * All staff will be expected to complete an induction programme * Youth Work sometimes happens outside the normal set hours and there is a requirement for staff by negotiation to be able to do occasional overnight residentials. |