



No Limits Job Description

Title of Post	Assistant Youth Worker - Denmead Group Work
Base	Ashling Park Pavilion, Denmead
Salary	SCP 6 (£9.96 per hour)
Conditions of Service	7 Hours per week Tues & Thurs evenings (term-time only) with occasional additional activity days during breaks. 28 days holiday (pro rata based on 37 FTE) plus bank holidays Includes evenings and occasional weekends Fixed term contract to August 2020.
Purpose of Post	To support the delivery of the Denmead Youth Club to young people aged 8-18.
Responsible to	Lead Youth Worker, Project Manager, Deputy DEO
Limits of Authority	To act within the policies and other regulations as laid down by No Limits Management Committee

Principal Accountabilities: (brief description of duties)

- To provide young people with a safe environment to engage with learning, skills, fun activities and support.
- To support the development and delivery of age appropriate youth club sessions during school terms.
- To support the planning and delivery of fun off-sit activities during school holidays

Finance / Administration:

- To contribute to the monitoring and development of the service by ensuring that service user's records are completed and handed in on time, statistical data and financial information is maintained and quality assured.
- To record hours and expenses accurately and submit in a timely manner.

Policy and procedures

- Demonstrate an ongoing commitment to the safeguarding of children, young people and vulnerable adults and ensure all staff and volunteers share this commitment.
- Demonstrate work practice that encompasses an appreciation and awareness of No Limits policies and procedures and ensure all staff adhere to these practices.
- To be aware of and demonstrate your responsibility under No Limits Health and Safety Policy, and report hazards to the appropriate person.

Young people

- To act as an advocate for children and young people and refer them on to other relevant agencies and services, as appropriate, to ensure their needs are appropriately met.
- Provide quality up to date information, advice and support which supports young people's personal and social development and promotes healthy lifestyles.
- To promote the involvement of young people in planning, delivery and evaluation of services.

General

- Assist the CEO to maintain and develop the services offered by No Limits.
- To liaise and network with relevant agencies / organisations, ensuring that the needs of young people are met, and good practice and/or resources are shared, adding to the development of the service.
- To attend training and meetings as required and attend and participate in regular supervision.
- Undertake other duties as required by No Limits.

Person Specification Assistant Youth Worker - Denmead Group Work

Requirement	E/D	HOW ASSESSED
Qualifications/Education/Training:		
A relevant Youth Work qualification	D	Cert
Undertaken relevant safeguarding training (In house training will also be provided)	D	Cert
Experience:		
Experience of working with children and young people in a variety of settings, particularly group work	D	App/Int
Experience of offering children and young people opportunities that are both participative and educative in nature.	D	App/Int
Demonstrate a commitment to safeguarding and promoting the welfare of children and young people	E	App/Int/Ref
Knowledge:		
Knowledge of the issues that face children and young people	E	App/Int
Knowledge and experience of maintaining effective relationships with other agencies / organisations.	D	App/Int
Skills and Competencies:		
Able to build trusting relationships with children and young people, enabling them to develop new skills and make their own informed choices.	E	Int/Ref
Have IT skills and the ability to produce reports and maintain records effectively.	E	App
Ability to assess the needs of young people and undertake risk assessments for individuals, activities and venues.	D	App/Int
Personal Attributes:		
Demonstrates motivation and shows initiative in work practice	E	Int/Ref
Demonstrate effective organisational skills and good time management skills, including an ability to handle budgets.	E	Int/Ref
Other:		
Ability to work flexible hours including evenings and weekends	Essential	App/Int
This role will involve working in a children and young people environment and will require an Enhanced DBS.	Essential	Cert

*This post is subject to an enhanced DBS.

KEY

E = Essential
D = Desirable

App = Application Form
Int = Interview

Cert = Certificate
Ref = Reference