



Please ask for Jenny Magee
35 The Avenue, Southampton, SO17 1XN
Telephone: 023 8022 4224

Dear Applicant,

Thank you for your request for the enclosed application form for the post of:

Youth Worker Lead – Breakout Youth - East

Completed application forms may be posted, emailed or delivered by hand to the above address by the closing date. Job details are available in large print on request. CVs on their own will not be considered.

If you have not heard from me within 5 days of the closing date, your application will have been unsuccessful on this occasion.

COMPLETING THE APPLICATION FORM.

- Refer to each point of the Person Specification (essential requirements of the post); applications will be scored against these requirements.
- Give details of your experience in each area listed; include relevant details of current and previous jobs.
- Remember – experience gained outside paid employment may be just as important – for example, voluntary work.

Please ensure that you fully complete the Personal Details section of the application form.

If you have a disability, and there are arrangements we could make which assist your application at this stage, then please let me know.

Please return your application form by 9am Monday 20th September to the address at the top of this letter or by email to hr@nolimitshelp.org.uk
Applicants who are successfully shortlisted will be invited to interview on Monday 27th September.

All candidates successfully shortlisted will be contacted to confirm how the interviews will be taken place.

I wish you every success with your application.

Yours faithfully

Jenny Magee

Youth Worker (Lead) - Breakout Youth

Title of Post:	Youth Worker Lead - Breakout Youth – East
Base:	The Avenue, Southampton but delivering groups in East Hampshire including Southampton and Basingstoke
Salary:	SCP 9 £20,903 (pro rata based on 37hrs full-time equivalent) 1 Year Fixed Term contract 28 days per annum annual leave (pro rata) plus bank holidays
Conditions of Service:	18 hours per week worked over evenings and occasional day time/weekends
Purpose of Post:	To deliver youth work to young people particularly those who identify as LGBTQ- Lesbian, Gay, Bisexual and Transgender or who are questioning their sexuality/ identity.
Responsible to:	Breakout Youth Manager
Responsible for:	Assistant Youth workers, Volunteers and students

Key duties:

Lead Youth Worker

- To facilitate the running of quality youth work delivered via youth groups, schools work, outreach, one to one work, residential, community events, etc.
- Provide quality up to date information, advice and support which supports young people's personal and social development in a variety of settings/environments
- To promote the involvement of young people in planning, delivery and evaluation of services.
- To be an advocate for young people and refer them on to other relevant agencies and services, as appropriate, to ensure their needs are appropriately met.
- To represent Breakout Youth at meetings and at community events when required.
- To provide information, advice to, and develop and facilitate training for partner agencies and community services.
- To deliver services that are in line with youth work principles, National Occupational Standards and working together to safeguard children and young people.
- To assist the Breakout Youth Manager in the on-going training, support and supervision, of assistant youth workers, volunteers and students.
- To work with the Breakout Youth Manager to develop Breakout services.
- To ensure quality of service by maintaining records to the required standard, maintaining young people's files accurately and meeting GDPR requirements.

Finance / Administration:

- To contribute to the monitoring and development of services by ensuring that young people's records are completed and handed in on time, statistical data and financial information is maintained.
- To contribute to the returns requirements for funders.
- To record accurate records of hours and expenses using the systems provided.

Policy and procedures

- Work to No Limits and Breakout Youth policies and procedures and practices ensuring all staff work to these.
- Demonstrate an ongoing commitment to the safeguarding of children, young people and vulnerable adults.

- To be aware and demonstrate your responsibility under Breakout Youth Health and Safety Policy, and report hazards to the appropriate person.

General

- 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 Breakout Youth.

Person Specification – Project Worker, Breakout Youth

Specification	E/D	Assessed by
Experience of working with people on issues such as sexuality, family and relationships, discrimination & justice, children's rights, being in care health, mental health, sexual exploitation, sexual health, HIV, substance misuse, etc.	E	App/Int/Ref
Experience of working with the LGBTQ+ community.	D	App/Int/Ref
A Youth Work, Social Work or equivalent qualification and/or experience.	D	App/Int/Cert/Ref
Able to build trusting relationships with young people, enabling them to develop new skills and make their own informed choices supporting them to achieve their goals.	E	App/Int/Ref
Enthusiastic, positive and flexible attitude, with good time management. Able to work under pressure.	E	App/Int/Ref
Experience of offering opportunities to young people that are both participative and educative in nature.	E	App/Int/Ref
Experience in working with young people in a variety of settings and environments providing quality information, advice, advocacy and support to young people.	E	App/Int/Ref
Experience of & ability to assess the needs of young people, including undertaking risk assessment.	E	App/Int/Ref
Demonstrate the ability to work with difficult/complex situations.	E	App/Int/Ref
Knowledge and experience of developing and maintaining contacts/positive relationships with other agencies/organisations.	D	App/Int
Demonstrate commitment to the principles and working practice of equal opportunities.	E	App/Int/Ref
Ability to offer a flexible working pattern. Hours are worked over evenings with occasional day time/weekend work.	E	App/Int/Ref
Demonstrate the ability to produce reports, maintain records, statistics and receipts.	E	App/Int
Experience of case holding clients and maintaining individual client files.	D	App/Int/Ref
Demonstrate the ability to undertake lone working as well as working as part of a team.	E	App/Int/Ref
Demonstrate effective organisational skills.	E	App/Int
Have use of a car for the purpose of undertaking the role, or be able to transport yourself to the designated place of work as agreed with Project Manager.	E	App/Int/Ref
Commitment to undertake training identified as required for the role.	E	App/Int/Ref

Note: This role requires an Enhanced DBS Disclosure.

KEY: E= Essential
Int = Interview

App = Application Form
Cert = Certificate

D = Desirable
Ref = Reference