

Assistant Youth Worker - Breakout Youth

Job Description

Base:	No Limits, Southampton
Salary:	Band B- Scale 2-4 (£20,262.71- £21,705.92)
Responsible to:	Breakout Youth Manager
Responsible for:	N/A
Limits of Authority:	Act within policies, budgets and other regulations as laid down by No Limits and Breakout Youth

Breakout Youth is committed to supporting (age 11-25) LGBTQ+ young people, or young people who are questioning their sexual and/ or gender identity across Hampshire and the Isle of Wight. We are committed to creating safe confidential spaces for young people to be their true authentic selves, meet other LGBTQ+ young people, receive accurate and appropriate support and advice. Breakout Youth also offers one to one support, LGBTQ+ Awareness and works to advocate on behalf of LGBTQ+ young people

Purpose of the post

To support the delivery of youth work to young people who identify as LGBTQ+ (or who are questioning their sexuality and/ or gender identity) age 11-25 across Hampshire and the IOW. To work to support the delivery of youth groups, one to one work, residential, community events, providing cover for annual leave, sickness and training. To provide accurate information and support, appropriate signposting and referrals and supporting the delivery of LGBTQ+ Awareness sessions

Main duties and responsibilities

- To support the delivery of weekly youth groups, school work, outreach, one to one work, residential and community events
- To promote the involvement of young people in the 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 met appropriately
- To represent Breakout Youth at meetings and community events
- Where required ensure quality of service by maintaining records to the relevant standard, maintaining young people's files accurately and meeting GDPR requirements
- To support the planning, development and delivery of services, workshops, activities and residential events for LGBTQ+ young people
- To act as an advocate for children and young people
- To promote equality of opportunity, anti-discrimination and encourage healthy lifestyles, whilst recognising that many young people may be lacking self-esteem and confidence
- To be sensitive to LGBTQ+ young people's needs and issues, whilst ensuring appropriate boundaries are maintained and all safeguarding procedures are followed
- Provide quality and up to date information, advice and support which supports LGBTQ+ young people's personal and social development
- To be a highly motivated, proactive, organised person who is able to take responsibility and initiative for development of their work, and work independently to manage own workload

Finance and Administration

- To contribute to the reporting requirements for funders
- To record hours and expenses accurately and submit in a timely manner

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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 and Breakout Youth's policies and procedures, and ensure all staff and volunteers adhere to these practices
- To be aware of and demonstrate your responsibility under No Limits and Breakout Youth's Health and Safety Policy, and report hazards to the appropriate person

General

- Keep up to date with knowledge, issues and external developments that may impact LGBTQ+ young people and /or the organisation.
- Demonstrate work practice that encompasses an appreciation and awareness of No Limits policies and procedures, and to ensure that all staff adhere to these practices and procedures.
- To attend training and meetings as required and attend and participate in regular supervision
- Maintain filing systems both paper-based and online.
- Demonstrate an ongoing commitment to the safeguarding of children, young people and vulnerable adults.
- The ability to transport yourself across Hampshire as part of this role
- Ensure personal knowledge and skills are updated to ensure effectiveness in meeting work requirements.
- Undertake any other duties as may be reasonably prescribed by Breakout Youth, appropriate to the scope and grade of the role.

The purpose of this job description is to focus on the main responsibilities of the role. The list of duties for which the postholder is responsible may, within reason, vary at the discretion of No Limits and Breakout Youth.

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Person Specification

We have described below the range of experience, qualifications, knowledge, skills and attributes we are looking for. We will use this to manage our selection process and to identify any learning and development needs once in post.

Key qualifications, knowledge, experience, skills and abilities required	Essential	Desirable
Young People		
Experience of working with young people on issues such as sexuality, gender identity, HIV and sexual health, family and relationships, discrimination and justice, children's rights, mental health, exploitation, substance misuse		x
Experience of working with/ knowledge of the LGBTQ+ Community		x
Able to build trusting relationships with young people, enabling them to develop new skills and make their own informed choices	x	
Awareness of issues facing LGBTQ+ young people such as emotional, mental & physical health, bullying and hate crime, and other educational, developmental and social factors, and how these can act as a barrier for young people accessing support	x	
An understanding of confidentiality, safeguarding and boundaries when engaging with young people		x
Experience of working with people with complex needs and challenging behaviour		x
Recording/ IT		
Basic IT skills including the use of standard office applications such as Microsoft Office 365 or equivalent		x
Policies and Safeguarding		
An awareness of health and safety issues		x
Demonstrate a commitment to the principles and working practice of equal opportunities	x	
Demonstrate an understanding and commitment to confidentiality, safeguarding and promoting the welfare of children and young people		x
Personal		
Self-motivated, well organised and responsible, working well under your own initiative and as part of a team.	x	
Demonstrates effective communication and organisational skills	x	

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Able to undertake an acceptable Enhanced DBS including Vetting and Barring	x	
Can offer a flexible working pattern that will include evenings and weekends	x	
Commitment to undertake training as identified as required	x	
Full clean driving license, willingness to use own vehicle to travel around Hampshire to attend daytime and evening activities as required	x	

This position involves contact with children and young people. For this position you are not entitled to withhold information about police cautions, 'bind overs', or any criminal convictions including any that would otherwise be considered 'spent' under the Rehabilitation of Offenders Act 1974. Appointment will be made subject to an Enhanced Disclosure and Barring Service check