Lead Youth Worker – Alternative Provision (Term-Time Only)

Place of work:	No Limits Head Office, Southampton and within the local community
Salary:	Band D - £28,031.58 to £31,079.12 (full-time equivalent, pro-rata for part-time and part-year working)
Working days and hours:	37 hours per week, Monday to Friday Term-time only, 39 weeks of the year
Role type:	12 months fixed term with the possibility of an extension
Responsible to:	Head of Alternative Provision
Responsible for:	Youth workers, volunteers and occasional student placements
Disclosure and Barring Service Check (DBS):	Enhanced DBS – Child and Adult Barred List
Essential driver?:	Yes

Here at No Limits, our mission is **to empower children and young people to reach their full potential through information, advice, counselling and support.** Our people are key in supporting us to achieve our aims and your role in this is outlined below.

We particularly welcome applicants from diverse backgrounds and those with experiences similar to the children and young people we help and support. We are committed to creating a diverse environment where people can be their authentic self, experiences and opinions are valued, and we all are open to learn from each other.

About the role

As a Lead Youth Worker in Alternative Provision (AP), you will play a key role the day-to-day delivery and development of No Limits' AP offer, taking responsibility for specific areas of provision and supporting the effective delivery of the service. The focus of the role is working directly with children and young people who are accessing AP because they are experiencing barriers to education, including Emotional Based School Non Attendance (EBSNA) and social, emotional and mental health (SEMH) needs. You will create a safe, welcoming and purposeful environment where young people can build trusting relationships, re-engage with learning, develop skills and make progress towards their individual goals.

You will plan and deliver youth work-based support within the AP setting, primarily through small-group work and, where appropriate, individual sessions. You will work closely with young people, families and school contacts to understand needs, review progress and support positive next steps, including reintegration into education where appropriate. The role is primarily AP based; occasional outreach and preventative work in schools or community settings will complement the core AP delivery when required.

About you – knowledge, skills and experience

To apply for this role, we are looking for:

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- ✓ A relevant qualification, or equivalent experience, in youth work, education, alternative provision or mental health
- ✓ Experience of supervising, managing and/or mentoring individuals or teams
- ✓ Experience of working in a high-intensity, fast-paced environment, with the ability to manage your own wellbeing
- ✓ Experience of supporting children and young people with mental health, emotional wellbeing or barriers to engaging with education and those which may display complex and challenging behaviour
- ✓ Knowledge of mental health and neurodevelopmental needs, and issues that may affect engagement with education, for example self-harm, suicide, eating disorders, depression, substance use, anxiety, phobias, ADHD, EBSNA and autism
- ✓ Able to develop and maintain positive working relationships with schools, external agencies and other organisations
- ✓ Excellent communication, organisation and time management skills, with the ability to prioritise work and respond calmly under pressure
- ✓ The ability to build trusting relationships with children and young people, helping them develop skills, make informed choices and work towards their goals

Please include on your application form other relevant knowledge, skills and experience which can be from work, volunteering, education or personal experience. We value growth and may make recruitment decisions where not all essential areas are met, but you're able to show an ongoing commitment to learning and development.

Main duties and responsibilities

- Lead and support the day-to-day delivery and ongoing development of No Limits' Alternative Provision (AP), contributing to operational planning, service improvement, quality of provision and ongoing improvement and development of the service
- Take a lead role in welcoming and engaging children and young people referred to AP, building relationships and helping them feel able to engage with their provision
- Plan, deliver and review a programme of structured, youth work-based activities and interventions within AP, responding to young people's needs, interests and individual goals. This will include delivery of the TalkAbout Prosocial Communication Programme
- Work with young people to identify their strengths, needs and goals, monitor their engagement and progress, and contribute to plans for their next steps and reintegration into education where appropriate
- Provide supervision and support to the AP team, which includes youth workers, volunteers and occasionally student placements, including regular one-to-ones, supporting learning and development, monitoring absence and coordinating annual leave.
- Monitor recording and data, ensuring information is accurate and available for reporting, funding and demonstrating service impact
- Use the Youth Information, Advice and Counselling Services (YIACS) model to identify and respond to wider practical and social issues that may affect a young person's wellbeing and engagement, including relationships, healthy behaviours, sexual health, housing, substance use, risk-taking, crime and offending, finance and benefits, and education or employment
- Build and maintain constructive relationships with schools and relevant services to support coordinated responses to young people's needs

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- Undertake occasional outreach and preventative work in educational settings and community locations when required, promoting the AP offer and helping young people access appropriate support

Working with children and young people

- Work within the Youth Information, Advice and Counselling Services (YIACS) model, offering young people appropriate information, advice and support and helping them access specialist services where needed
- Maintain accurate, timely records and collect feedback from young people to support reporting, funding, service evaluation and improvement
- Protect young people's confidentiality and ensure information is handled, shared and processed in line with No Limits' guidance and procedures
- Ensure safeguarding concerns and serious incidents are responded to, recorded and monitored in line with No Limits' guidance and procedures

General

- Demonstrate a commitment to Diversity, Equity and Inclusion and participation of children and young people, making sure that principles and practice are implemented within your work area
- Keep up to date with information, knowledge and issues that may impact No Limits or your work area
- Use resources appropriately and record accurate records of hours and expenses in line with No Limits (hours / sick / holidays) contracts and policy
- Attend and actively take part in training, meetings, events, one-to-ones and supervision
- Maintain accurate records and systems
- Support the implementation of No Limits strategy, demonstrating and promoting our mission and values
- Contribute to the positive image of No Limits with children and young people, parents, partners and the local community working with your team to ensure a full service, providing cover if needed
- Commit to other duties as reasonably required by No Limits, 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. These duties and responsibilities may, within reason, change at the discretion of No Limits.