



## Job Description

<b>Post:</b>	Youth Worker
<b>Directorate:</b>	Communities and Neighbourhoods (CaN)
<b>Team:</b>	Spotlight Youth Centre
<b>Grade:</b>	Scale 5
<b>Responsible to:</b>	Youth Worker in Charge
<b>Responsible for:</b>	N/A

---

### Vision/Background to the role

Poplar HARCA is committed to providing a high quality youth offer to young people

We are proud to have developed a youth offer which is able to engage a diverse range of young people including both sexes (46% female), different postcodes & multiple ethnic backgrounds which are representative of the local community (24% White British, 76% BAME).

The tried-and-tested youth offer has been developed through exhaustive consultation with young people. This included 1,600 conversations with young people to define the programme offer. In the past year alone we have used a myriad of consultation methods including an anonymous post box, video diary room, post it walls, graffiti walls, text message campaigns, group sessions, one-to-one conversations, and questionnaires, along with programme scoring sheets completed by young people.

Sessions are open to all young people and all new attendees receive a friendly welcome induction on arrival, which helps determine whether they need additional support.

The Poplar HARCA vision is to effectively deliver a world class youth offer to young people by:

- Raising expectations of what youth services look like through quality support, programming and delivery;
- Creating a welcoming and safe environment which is open at available and accessible times to all young people;
- Supporting young people in groups and as individuals on a journey through support and progression so that they can realise their full potential; and
- Managing, maintaining and reviewing young people's individual learning plans with them

### Purpose of Job

The Youth Worker will work with young people, alongside other staff, volunteers and partner organisations to ensure that young people are given the opportunity to aspire and work towards those aspirations.

### Main Duties and Responsibilities

- To be an integral part of the Spotlight youth work team promoting the personal, social, educational, economic and cultural development of young people in the community
- To support the Spotlight team in delivery of youth work in accordance with Spotlight's delivery plan, including supporting the delivery of national and local initiatives as appropriate

### Work with young people

- To develop positive relationships with and empower young people
- To promote Spotlight services to young people, including delivering outreach programmes in the community and in schools, and supporting marketing and promotional activities conducted by the Spotlight team
- To help identify additional support required by individual young people to overcome barriers which may be impacting on their personal, social, educational and economic progression and support the Youth Worker in Charge to signpost and refer young people to access relevant services both in and outside Spotlight that can provide such support
- To positively engage young people by promoting a positive curriculum offer and signposting young people to Spotlight activities delivered by other staff, partners and other agencies
- To assist young people to develop individual learning plans, supporting them to identify and reflect on the steps they need to take to achieve their goals, including in education, training and employment
- To support and advocate for young people with SEND, encouraging their participation and engagement in the service
- 

#### **Work with staff, partners and other agencies**

- To support colleagues, volunteers and partners at the centre to deliver the Spotlight offer, including safety in the centre, supporting young people to access centre activities and support individual young people to plan and evaluate their learning
- To support good safeguarding practice in accordance with Spotlight safeguarding procedures and alert the Youth Worker in Charge to any child protection concerns/issues
- To support the monitoring and evaluation of Spotlight, through accurate record keeping using Spotlight's management information system
- To regularly feedback on progress as requested by the Spotlight Management Team, including contributing to Spotlight team meetings
- To contribute to reviews of Spotlight provision, including contributing information about local needs and issues for young people

#### **General**

- To participate in the organisation's staff and volunteer development process and undertake training as agreed
- You will be required to work unsocial hours including evening and weekends
- Perform other duties as may be reasonably required by your line manager.
- Conduct yourself in line with Poplar HARCA's policies, procedures, rules and standards.
- Due to the nature of this post, employment in this role is dependent on an Enhanced Disclosure and Barring Service (DBS) check. In addition, you will also be checked against the Children's Barred List.

## Person Specification

**Post:** Youth Worker

**Grade:** Scale 5

**Team:** Spotlight

**Directorate:** Communities and Neighbourhoods

All criteria are essential unless stated otherwise.

Requirements	Criteria
1. Education/ Qualifications/ Training	a. In possession of a national or locally recognised Youth Work qualification, or working towards a nationally recognised qualification in Youth Work (desirable)
2. Skills	<ul style="list-style-type: none"> <li>a. Builds lasting relationships with people from different backgrounds, using trust-building, motivation, diplomacy and empathy</li> <li>b. Displays an enthusiastic, flexible and positive approach to work, shows drive and determination to excel for young people and committed to achieving high standards</li> <li>c. Has a “can do” attitude and makes things happen – even if they are not high on the priority lists of others</li> <li>d. Strong oral and written communication skills, tailors communication content and style to suit the audience and familiar with a variety of ICT systems</li> <li>e. Is open to new possibilities and contributes to the development of new ideas</li> </ul>
3. Experience	<ul style="list-style-type: none"> <li>a. Experience of delivering youth work, including different types of interventions, a commitment to youth work values, and enabling young people to achieve their goals</li> <li>b. Experience of supporting young people to find solutions to the issues affecting them, including encouraging, empowering, signposting and referring young people to services that can provide support</li> </ul>
4. Knowledge	a. Understanding of the needs of diverse young people and related issues which may impact on them
5. Key Competencies	<ul style="list-style-type: none"> <li>a. Putting others first</li> <li>b. Achieving Results</li> <li>c. Open to change</li> <li>d. Informed and informing</li> <li>e. Personal Progress</li> <li>f. Partnership Working</li> <li>g. Problem Solving</li> </ul>