



Serving and Protecting Selsey's Young People

Youth Dream (Selsey) Limited  
Registered in England and Wales  
Company Registration No. 8752886 Registered Charity No. 1155982

## **The Bridge Youth Support Centre**

### **JOB DESCRIPTION**

#### **POST OF PART TIME YOUTH WORKER - SELSEY**

**JOB HOLDER:**

**RESPONSIBLE TO:**

**COMMENCEMENT  
DATE:**

**POST / PAYROLL  
NUMBER:**

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**Registered Office:**

Youth Dream (Selsey) Ltd is a registered charity (No. 1155982) and a company ( No. 8752886) registered in England and Wales. Registered address c/o Unit 3 Selsey Business Centre, The Bridleway, Selsey, West Sussex PO20 0RS.

## **RESPONSIBLE FOR**

The post holder is responsible for the provision of youth work through the delivery of youth engagement, support, advice and guidance. In addition, the identification, implementation and management of projects, initiatives and groups promoting education, mental health and emotional well-being. The post holder will have extensive knowledge of current safeguarding law and practice.

## **AUTHORITY OVER**

N/A

## **AUTHORITY TO LIAISE WITH**

Pastoral staff of schools

Teaching staff of schools

External agencies and partners relevant to projects

## **MEETINGS TO BE ATTENDED ON A REGULAR BASIS**

Team Meetings

Case Conference Meetings

Relevant Client Case Conferences

## **MAIN ACTIVITIES OF POST HOLDER**

1. To provide youth work support to young people in Selsey, helping to identify individuals evidencing risky behaviours and undertaking early intervention and support.
2. To arrange and carry out a term time programme of regular lunch time visits to primary schools in Selsey, to meet and engage with young people and teaching staff and create supportive relationships with them.
3. To support Selsey Youth Club and help in the delivery of an engaging programme of activities, raising awareness of the Selsey Youth Club in the local community and helping to build on the club's potential.
4. To identify, create, manage and promote groups, clubs and activities as required and deliver an engaging programme that supports mental health and emotional well-being, such as a Girls group and Boys group.
5. To attend existing clubs and activities, such as Summer Holiday programmes, and further relationships with young people.

6. To provide outreach youth work services across Selsey.
7. To create interesting and stimulating conversations, to suit the young person with a view to encouraging them to use available local support services and other clubs. In this regard, "thinking outside of the box" is encouraged.
8. To keep accurate records of hours worked and submit on a monthly basis, at the end of each month worked.
9. To work with parents and community groups to win support for improved provision and act as an advocate for young people's interests.
10. Complete Client Session Forms / Reports for individual clients worked with and attend Session Debriefs as required. To accurately record sessions in line with safeguarding procedures and Youth Dream's Data Protection Policy and Confidentiality Policy. To write Risk Assessments as required.
11. To adhere to the Safeguarding Policy at all times. To report to The Bridge Manager any concerns regarding the welfare of any young people arising from the sessions, projects, initiatives and works carried out.
12. To contribute to case conferences and advise of actions, issues or other relevant data for the safe guarding and well-being of the clients.

#### **POLICY AND PROCEDURE ADHERENCE**

The post holder will adhere to The Bridge's policies and procedures and with particular regard to:

Code of Conduct Policy  
Data Protection Policy including GDPR  
Equal Opportunities Policy  
Health and Safety Policy  
Lone Working Policy  
Safeguarding Policy  
Sickness Absence Policy and Procedures  
Staff Development and Appraisal Scheme Procedures  
Training and Learning Policy

The post holder is expected to maintain an up-to-date awareness of the provisions and requirements of the Policies and be aware of the Policies and Procedures of The Bridge Youth Support Centre and the Youth Dream Charity.

**OTHER SUCH DUTIES AS MAY BE REQUIRED FROM TIME TO TIME WITHIN THE PAY LEVEL AND COMPETENCE OF THE POSTHOLDER**

From time to time the post holder may be requested to undertake other such duties as may be required to meet the needs of the business.

**SUPERVISION AND PROFESSIONAL THERAPY**

This post is subject to receiving financial support for supervision as per Youth Dream’s Training and Learning Policy. Youth Dream does not fund Professional Therapy except in exceptional cases (please refer to Youth Dream’s Training and Learning Policy) and post holders are advised that they should fund Professional Therapy themselves.

Youth Dream may choose a supervisor or fund the employee’s chosen supervisor subject to funding.

**DBS**

This post is subject to a Disclosure and Barring Service check.

**WORKING HOURS**

This post is offered on a part-time basis of 20 hours per week, with various working hours agreed by the employee and employer.

**DATE OF ISSUE:**

**SIGNED: (JOB HOLDER)**

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**SIGNED: (MANAGER)**

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**(For and on behalf of Youth Dream and The Bridge Youth**

**Support Centre)**

## PERSON SPECIFICATION

1. Qualified youth worker in this or a similar field (e.g. education) with relevant experience of working with young people.
2. Has a strong commitment to young people and an understanding of the factors affecting their lives.
3. Has excellent interpersonal skills and demonstrated ability to establish good relationships with young people, volunteers and other agencies.
4. Has excellent administrative, IT and organisational skills and an ability to write reports for a variety of agencies and service providers.
5. Has excellent communication skills with the ability to encourage young people to open up and report concerns to relevant personnel and agencies.
6. Demonstrates patience, tolerance and flexibility.
7. Ability to self-motivate and self-manage.
8. Ability to inspire and manage volunteers and develop new ideas and projects.