



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 - WITTERINGS

JOB HOLDER:

RESPONSIBLE TO:

**COMMENCEMENT
DATE:**

**POST / PAYROLL
NUMBER:**

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 the Witterings and Bracklesham area helping to identify individuals evidencing risky behaviours and undertaking early intervention and support.
2. To provide one to one support for individual young people and give guidance, support and advice.
3. To arrange and carry out a term time programme of visits to schools.
4. 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.
5. To keep accurate records of hours worked and submit on a monthly basis, at the end of each month worked.
6. 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.

7. 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.
8. 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 17 hours per week, with working hours after school and one evening per week.

DATE OF ISSUE:

SIGNED: (JOB HOLDER)

SIGNED: (MANAGER)

Support Centre)

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

PERSON SPECIFICATION

1. The post holder will be required to hold a valid driving licence and have access to a car. Mileage can be claimed for.
2. You will have a qualification in mental health support.
3. Have a strong commitment to young people and an understanding of the factors affecting their lives.
4. Have excellent interpersonal skills and demonstrated ability to establish good relationships with young people, volunteers and other agencies.
5. Have excellent administrative, IT and organisational skills and an ability to write reports for a variety of agencies and service providers.
6. Have excellent communication skills with the ability to encourage young people to open up and report concerns to relevant personnel and agencies.
7. Demonstrates patience, tolerance and flexibility.
8. Ability to self-motivate and self-manage.