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| **Marches Family Network**  **Job Description & Person Specification** | | |
| **Post reference: MFN/YW/0523** | | |
| **Location: Sessions in and around Hereford and/or Leominster**  You can choose to work in any one or more of these venues. | | |
| **Job title: Youth Worker** | | |
| **Reports to:** YouthLeader | | |
| **Level/Grade:**  £12.07 per hour, plus holiday pay at 12.07% – paid monthly in arrears | **Type of position:**  Casual | **Hours:**  Varied  **Enhanced Disclosure required.** |
| **Job summary**  To implement activities and programmes under direction of the Youth Leader.  To be responsible for the health, safety, welfare and wellbeing of children and young people age 3- 25 years attending the activity. To contribute to the planning and organising of stimulating and creative opportunities. To be part of a team at a range of venues/ settings.  **Main Duties and Responsibilities**   * To work directly with children providing activities appropriate to needs of children at the agreed venue or place. * To use information and acknowledge/record achievements attained by children and young people * To ensure good communication with parents/carers, families and staff * To ensure all concerns are passed on promptly in the appropriate manner * To record any changes in information and provide effective and appropriate communication with the office staff * To ensure compliance with the Charity’s Health and Safety policies and procedures and general duty of care under the Health and Safety at Work Act 1974 * To ensure a working knowledge of the Charities policies is maintained * To report any safeguarding concerns promptly following the Charity’s Safeguarding and Child Protection Policy and Procedures * To ensure the care and safety of children under care. * To inspire confidence and provide appropriate positive support for children for the entire session. * To take personal initiative in the delivery of activities using a range of resources and techniques to enable the children and young people to express themselves and develop * To assist the work of colleagues in the promotion and improvement in the work of the Charity. * To ensure confidentiality at all times   **Main Job Activities**   * To directly support and work with children/young people at agreed venues. * To work under the direction of the Youth Leader * To set up and dismantle range of equipment on a daily basis, including loading and unloading of the van, cleaning, reporting breakages and packing away correctly. * To support co-workers and volunteers. * To complete signing in sheets and any other returns as required within given time scales * To ensure that all paperwork is completed accurately and promptly. * To meet with the Youth Leader as required with regard to service improvement and development and attend compulsory training days. * To act as a member of the team at any venue. * To encourage involvement and consultation with children and parents/families in planning and evaluation services under general direction of the Youth Leader. | | |
| **Person Specification**  **Experience/Work experience** (length and type of experience needed)  Essential   * Willingness and strong motivation to work with children with disabilities/additional needs on an individual and team basis in community, health or educational setting. * Voluntary or work experience with children, including children with disabilities/additional needs, in community, health or educational setting.   Desirable  • Experience of working with children with disabilities/additional needs in community, health or educational setting/s.  **Qualifications and Training** (min qualifications needed, relevant experience may be a substitute, particular training already taken)  Essential  • Maths and English pass at GCSE or equivalent.  • Following personal development plan that includes work with children with disabilities.  Desirable  • NVQ level 2 or above (or equivalent) in Play Work or equivalent qualification  • Competent in British Sign Language, or similar  • Disability related training or experience within last three years  • Specialism in arts, sports or recreational activity or similar  **Skills and abilities** (to do the job effectively)  Essential  • Able to inspire confidence, care for and support children.  • Able to communicate effectively with children with additional needs.  • Able to work as part of a team and contribute to needs of whole organisation.  • Able to support colleagues.  • Able to work without continual supervision.  • Able to successfully contribute to work of small groups at varying times, places and situations on a regular basis.  • Able to follow policies into practice for the benefit of children with additional needs.  Desirable  **•** Able to represent organisation confidently in area of responsibility  **Other Factors** (e.g. ability to work outside office hours, physical demands of job)  Essential  • Must be able to work evenings/weekends  • Must be able to travel/drive across the area of work  • Must be able to carry out physically demanding jobs as part of the setting up of session activities  • Willing to undertake any training to ensure the successful completion of the job. | | |
| **Reviewed by: Rae Chambers May 2023**  **Date employed** | | |