



**THE
FLORRIE**

THE FLORENCE INSTITUTE TRUST LTD

YOUTH WORKER- JOB DESCRIPTION

Title: Part Time Sessional Youth Workers x 2 vacancies

Reports to: Event Manager

Fixed Term: 12 months (possibility of continuation subject to securing further funding)

Salary: £15 per hour.

Hours and Set Days of Work: This job is working outside of school hours, it involves working set evenings, some weekends and during school holidays times. Days may vary and hours may increase during holiday times subject to further funding being secured.

12hrs p/wk; (10hrs direct delivery and 2 hours administration)

Tuesdays and Thursdays 5.00pm -8.00pm (11+ yrs)

Saturday Morning Cinema Club 10am-12noon (under 11yrs)

The post holders will have responsibility for closing and securing the building after the sessions.

Location: The Florence Institute (377 Mill Street L8 4RF). The Basement.

Overall Purpose of Role (Summary):

To deliver organised and timetabled sessions for children and young people in our newly purpose built cinema, radio station and social/recreation space at the Florence Institute. This is a new facility and the post holders will be expected to develop the new delivery and activities as the programme progresses.

Responsibilities:

1. Hands on delivery approach, devising a programme of activities and facilitating out of school activities through the cinema and radio sessions and other organised activities for children and young people.
2. All safeguarding, risk assessments, monitoring and recording.
3. To establish and maintain strong links with all local partner agencies and members of the local community.
4. To ensure that all young people have a varied programme of activities within the new space.
5. To promote the use and sharing of good practice amongst local youth and community groups.
6. To promote and publicise the work of the project and make presentations to relevant organisations.

7. To establish an effective system for monitoring and evaluating the impact and effectiveness of the programme, including collating monitoring information for funders.
8. To provide written and verbal reports as and when required to ensure compliance with funding requirements and expectations of the Florrie.
9. To ensure that all aspects of the programme are delivered in a way that promotes equal opportunities for individuals and all sectors of the community.
10. To represent the charity and carry out other reasonable duties as required with the post.
11. Responsibility for closing the building after the sessions.
12. Comply with all GDPR and ICO requirements.

NB: This job description identifies key responsibilities and requirements. It is not an exhaustive list of tasks that need to be completed. The Florence Institute Trust Limited reserves the right to amend the job description as the role develops with the organisation. This job is subject to an enhanced DBS check and two references from your previous last two employers.

YOUTH WORKER- PERSON SPECIFICATION

		Essential
Experience	Experience of working within the youth and community sectors. With an understanding of issues affecting young people within our community.	X
	Experience of planning and delivering youth programmes.	X
	Understand and work within the guided youth work principles	X
	Hold a Youth Qualification NVQ 2 or equivalent	X
Skills and Abilities	Ability to identify small groups of excluded young people by working with appropriate referral agencies.	X
	Ability to work on own initiative and capacity to work under pressure	X
	Good verbal and written communication and presentation skills	X
	The ability to liaise effectively with a wide range of agencies in both the voluntary and statutory sector	X

	Excellent organisational and planning skills with the ability to work to timescales and deadlines.	X
Knowledge	A working knowledge of the legislation pertinent to children, young people, diversity, safeguarding and health and safety	X
	A good knowledge and understanding of the needs of young people, in particular those with challenging or difficult behaviour.	X
	IT Literate with knowledge of Word, Excel, email, outlook and PowerPoint	X
Other Requirements	Commitment to working outside of normal office hours during weekends and evenings.	X
	Commitment to work within the principles of the equal opportunities and in an inclusive open and transparent organisation.	X
	To work within appropriate child protection guidelines	X
	An excellent team player who shows motivation and commitment	X