

**No Limits Job Description**

**Youth Worker (Lead) - Breakout Youth**

**Title of Post: Youth Worker (Lead) - Breakout Youth (Southampton & Romsey)**

**Base:** No Limits

**Salary:** SCP 9 (£20,344 pro rata based on 37 hrs per week full-time

 equivalent)

**Conditions of Service:** 10 hours per week, worked over evenings and occasional day

time/weekends

Fixed term contract until 31st March 2020

**Purpose of Post:** To deliver youth work to young people particularly those who identify as LGBTQ - Lesbian, Gay, Bisexual, and Transgender or who are questioning their sexuality/identity.

**Responsible to:** BreakoutProject Manager and Breakout Service Manager.

**Responsible for:** Assistant youth workers, volunteers and students

**Key duties:**

**Lead Youth Worker**

* To facilitate the running of quality youth work delivered via youth groups, schools work, outreach, one to one work, residentials, community events, etc.
* Provide quality up to date information, advice and support which supports young people’s personal and social development in a variety of settings/environments
* To promote the involvement of young people in planning, delivery and evaluation of services.
* To be an advocate for young peopleand refer them on to other relevant agencies and services, as appropriate, to ensure their needs are appropriately met.
* To represent Breakout Youth at meetings and at community events when required.
* To provide information, advice to and develop and facilitate training for partner agencies and community services.
* To deliver services that are in line with youth work principles, National occupational standards and working together to safeguard children and young people.
* To assist the Breakout Project Manager in the on-going training, support and supervision, of assistant youth workers, volunteers and students.
* To work with the Service Manager and Breakout Project Manager to develop Breakout services.
* To ensure quality of service by maintaining records to the required standard, maintaining young people’s files accurately and meeting GDPR requirements.

**Finance / Administration:**

* To contribute to the monitoring and development of services by ensuring that young people’s records are completed and handed in on time, statistical data and financial information is maintained.
* To contribute to the returns requirements for funders.
* To record accurate records of hours and expenses using the systems provided.

**Policy and procedures**

* Work to No Limits and Breakout Youth policies and procedures and practices ensuring all staff work to these.
* Demonstrate an ongoing commitment to the safeguarding of children, young people and vulnerable adults.

To be aware and demonstrate your responsibility under Breakout Youth Health and Safety Policy, and report hazards to the appropriate person.

**General**

* To liaise and network with relevant agencies / organisations, ensuring that the needs of young people are met and good practice and/or resources are shared, adding to the development of the service.
* To attend training and meetings as required and attendand participate in regular supervision.
* Undertake other duties as required by Breakout Youth.

**Person Specification – Project Worker, Breakout Youth**

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| **Specification**  | **E/D** | **Assessed by** | **Score** |
| Experience of working with people on issues such as sexuality, family and relationships, discrimination & justice, children’s rights, being in care health, mental health, sexual exploitation, sexual health, HIV, substance misuse, etc. | **E** | App/Int/Ref |  |
| Experience of working with the LGBTQ+ community. | **D** | App/Int/Ref |  |
| Able to build trusting relationships with young people, enabling them to develop new skills and make their own informed choices supporting them to achieve their goals. | **E** | App/Int/Ref |  |
| Enthusiastic, positive and flexible attitude, with good time management. Able to work under pressure. | **E** | App/Int/Ref |  |
| Experience of offering opportunities to young people that are both participative and educative in nature.  | **E** | App/Int/Ref |  |
| Experience in working with young people in a variety of settings and environments providing quality information, advice, advocacy and support to young people.  | **E** | App/Int/Ref |  |
| Experience of & ability to assess the needs of young people, including undertaking risk assessment.  | **E** | App/Int/Ref |  |
| Demonstrate the ability to work with difficult/complex situations. | **E** | App/Int/Ref |  |
| Knowledge and experience of developing and maintaining contacts/positive relationships with other agencies/organisations. | **D** | App/Int |  |
| Demonstrate commitment to the principles and working practice of equal opportunities. | **E** | App/Int/Ref |  |
| Ability to offer a flexible working pattern. Hours are worked over evenings with occasional day time/weekend work. |  **E** | App/Int/Ref |  |
| Demonstrate the ability to produce reports, maintain records, statistics and receipts.  | **E** | App/Int |  |
| Experience of case holding clients and maintaining individual client files. | **D** | App/Int/Ref |  |
| Demonstrate the ability to undertake lone working as well as working as part of a team.  | **E** | App/Int/Ref |  |
| Demonstrate effective organisational skills. | **E** | App/Int |  |
| Have use of a car for the purpose of undertaking the role Or be able to transport yourself to the designated place of work as agreed with lead youth worker/project manager.  |  **E** | App/Int/Ref |  |
| Commitment to undertake training identified as required for the role. | **E** | App/Int/Ref |  |
| A Youth Work, Social Work or equivalent qualification and/or experience.  | D | App/Int/Cert/Ref |  |

KEY: E= Essential App = Application Form D = Desirable

Int = Interview Cert = Certificate Ref = Reference