



**WE'RE HIRING  
P T MALE & FEMALE YOUTH WORKER'S**

Hours: 10/15 hours per week

Rate of pay: £13/15 per hr

Duration: This is a Fixed Term Contract till 30<sup>th</sup> September 2025 (subject to availability of funding)

This is an exciting opportunity for someone who is passionate about working with and alongside young people and empowering them to have their voices heard and be leaders for change. HAAYA is looking for a suitably qualified and proactive youth worker to lead on engagement with young people.

***You will deliver a range of services that will enable young people to:***

- Develop a range of skills and help them to feel CONFIDENT in using them
- Become an ENGAGED member of their communities
- Develop their RESILIENCE, emotional wellbeing and motivation
- Have up to date information, advice & guidance to make INFORMED decisions.
- Fell HEARD when sharing their own views and opinions.

**Application Information**

How to Apply: Please email your most recent CV and provide a supporting statement which is your opportunity to evidence how your skills, knowledge and experience match what we are looking for based on the Person Specification area of the attached Job Outline. If you do not supply a supporting statement, your application will be rejected.

Deadline for Application: Friday, 5pm 30<sup>th</sup> September 2024

For further information please contact:

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HAAYA

Job Description

**Post:** Lead Youth Worker

**Location:** HOUNSLOW

**Responsible To:** Manager

**Responsible for:** Project and Youth Workers

**Hours:** 10/ 15 hours per week

**Rate of pay:** £13/15 per Hour

**Duration:** 12 Months (possible extension subject to funding)

**Main Purpose**

The lead Youth worker will deliver youth work sessions with a focus on creating positive outcomes for young people and tracking young people's journey of change. The role involves one to one focused work with young people helping them to progress towards personal structured goals and towards continued education or getting into employment. The sessional youth worker will be leading innovative youth-based activities at evening sessions and holiday provisions.

**1. What is the overall purpose of the role?**

To lead on the delivery of youth provision that enable young people in the Hounslow

1. Establishing evening and weekend youth provisions
2. Design, lead and participate in positive activities
3. Improve their life and employability skills
4. Access the support they need
5. Provide up to date information, advice & guidance (IAG) to make INFORMED decisions.
6. Produce quarterly reports for funders and management
7. Manage and supervise other youth workers and Volunteers.



## 2. Key activities and responsibilities

- To lead regular evening sessions ensuring young people are able to engage with learning outcomes and contribute to session designs.
- Hold 1.1 case load and mentoring sessions with young people.
  - Maintain accurate and up to date records of young people's development against learning outcomes.
  - Undertake outreach to engage with disengaged young people who are at risk of entangled with gangs, crime, and anti-social behaviour
  - Provide on-the-spot support directing to appropriate emergency and longer-term assistance and development.
  - ***Delivering a Two times a-week youth project offering a range of activities and co designed provisions including games, positive activities and conversations, workshops, experiences and life and professional development experiences***
  - Supporting the delivery of creative and partnership projects
  - Having conversations with young people, identifying issues affecting them and how their needs can be met
  - Mentoring, coaching, and supporting individuals, encouraging young people to develop their self-awareness, independence, and individuality
  - Identifying where targeted youth support is needed and facilitate referrals and connections
  - Helping ensure that all evidence of projects are properly documented, and that work is evaluated and reported in accordance with contractual commitments
  - Produce photography and video recording of activities for project promotion
  - Producing monthly case studies of project participants
  - Keeping registers, writing evaluation / sessional reports and inputting data into our management information system
  - Lead on outreach activities, with other colleagues and in partnership with other services
  - Obtaining necessary equipment as when required
  - Recruiting and managing volunteers for the project
  - Using social media to engage young people in their communities
  - Act as an ambassador for the organisation and help with publicising the project externally.
  - Developing and building strong community relationships with external stakeholders i.e., schools and colleges, and developing relationships with youth networks in Tower Hamlets
  - Staying informed on legislation, local and national issues, and best practice in youth work
  - Ensuring child protection procedures are followed and that the safeguarding of young people is paramount
  - Act as a role model for young people, inspiring them to engage in the services and understand and appreciate the role of youth work as a career opportunity
  - Carry out all duties in accordance with HAAVA policies on Health and Safety, Child Protection and Data Protection, and with relevant legislation, Youth Worker Job Description and Personal Specification
  - Any other duties appropriate to the post as directed by Line Manager.

## 4. Safeguarding / Policies & Procedures

1. To ensure all policies and procedures are adhered to.
2. Attend any designated safeguarding training as and when required.
3. Carry out all DBS checks for all staff and volunteers.

4. To ensure that Health and Safety processes are followed, and risk are minimised. This job description will be periodically reviewed with the post holder to take account of the changing demands and operational guidelines defined by HAAYA.



PERSON SPECIFICATION

Knowledge / Skills/Abilities	How assessed	Essential/ Desirable
<b>Experience/knowledge</b>		
Educated to A-level or equivalent level	CV	E
Level 3 JNC or relevant youth work experience	CV	E
Experience of working with children and young people in an inner-city environment Experience of organising small-scale events or coordinating projects.	CV / personal statement and Interview	E
Friendly, cheerful, positive, and self-driven, non judgemental, able to work independently and as part of a team	Interview / Personal statement	E
Understanding and appreciation of the importance of monitoring and evaluation in a youth work setting	Interview / Personal statement	E
Good interpersonal skills and the ability to work with members of the public	CV / Interview task	E
Able to work evenings between 5.00 – 9.00 pm	Interview	E
Politically and creatively aware and 'plugged in' to emerging youth sub-culture  Positive about embracing challenge and change, open to experimenting, new ideas, reflective practice and working with other organisations in a spirit of partnership	CV/Interview	D
Ability to demonstrate a clear commitment to equality of opportunity and inclusive practice.	Interview	E
Ability to prioritise effectively and enjoy multi-tasking in a busy environment	CV/Interview	D
A working understanding of safeguarding children and young people and how to maintain appropriate professional boundaries	CV/Interview	E
<b>Abilities/Skills</b>		
Excellent communication skills, with the ability to quickly establish positive relationships with young people and motivate them to participate in activities	CV/Interview	E
Able to write funding bids to sustain the project	CV/Interview	D
Ability to work collaboratively and effectively with manager, colleagues, and stakeholders	CV / Personal Statement	E
Ability to motivate your team members	Interview	E
Ability to work independently and as a member of a team.	CV/Interview	E
Good organisational and administration skills with proficiency in Microsoft Office	CV / Personal Statement	E
Getting the best from people	Interview	D
Resourceful, full of initiative and good at problem solving, especially in difficult situations.	Interview	D