**Job Description: Children and Young People's Youth and Development Worker**

**Hours of Work – 37 per week**

**Leave Entitlement – 25 days plus bank holidays**

**Place of Work – Swinton Lock Activity Centre, Dun Street, Swinton, Rotherham, S648AN.**

**Position Overview:** We are seeking a dedicated and enthusiastic Children and Young People's Youth and Development Worker to join our team at Swinton Lock Activity Centre. The successful candidate will play a key role in delivering alternative education programs and activities to children and young people, promoting their personal and social development, and supporting their educational attainment.

**Key Responsibilities:**

1. **Programme Delivery:**
   * Plan, develop, and deliver engaging alternative education programmes and activities for children and young people, tailored to their individual needs and interests.
   * Facilitate group sessions, workshops, and one-on-one support sessions to promote learning, skill development, and personal growth.
   * Ensure programme activities are inclusive, accessible, and responsive to the diverse needs and backgrounds of participants.
2. **Youth Support and Development:**
   * Provide guidance, mentoring, and support to children and young people, building positive relationships and fostering their social, emotional, and cognitive development.
   * Empower young people to set and achieve personal goals, develop resilience, and overcome challenges in their lives.
   * Advocate for the rights and interests of children and young people, promoting their voice, and participation in decision-making processes.
3. **Educational Support:**
   * Support young people in accessing education opportunities and supporting the delivery and evidence of AQA accreditations.
   * Monitor the educational progress and attendance of participants, identifying any barriers to learning and implementing strategies to address them effectively.
   * Collaborate with teachers, educational professionals, and other stakeholders to ensure cohesive support for young people's educational needs.
4. **Community Engagement:**
   * Build positive relationships with parents/carers, schools, community organisations, and other stakeholders to promote partnership working and enhance support for children and young people.
   * Represent the organisation at community events, networking meetings, and promotional activities to raise awareness of our services.
   * Collaborate with local agencies and service providers to signpost young people to additional support services and resources as needed.
5. **Administration and Reporting:**
   * Maintain accurate records of participant engagement, progress, and outcomes using relevant databases and reporting systems.
   * Prepare regular reports, case studies, and evaluations to monitor the impact of programmes and activities and inform continuous improvement.
   * Ensure compliance with organisational policies, procedures, and regulatory requirements, including safeguarding and data protection.

**Qualifications and Experience:**

* Qualification in Youth Work, Social Work, Education, or related field (or equivalent experience).
* Previous experience working with children and young people in a youth work, education, or community development setting.
* Knowledge of alternative education approaches, youth development principles, and best practices in engaging and supporting children and young people.
* Excellent communication, interpersonal, and relationship-building skills, with the ability to engage effectively with diverse individuals and groups.
* Strong organisational and time management skills, with the ability to prioritise tasks, manage workload, and meet deadlines effectively.
* Commitment to safeguarding and promoting the welfare of children and young people, with a sound understanding of safeguarding policies and procedures.
* Ability to work independently and collaboratively as part of a team, demonstrating flexibility, adaptability, and a positive attitude towards change.

**Additional Requirements:**

* Enhanced DBS (Disclosure and Barring Service) check (or willingness to undergo one).
* Valid driving license and access to own vehicle (desirable).

**Salary and Benefits:**

* **Salary: £27,400 per annum**
* Benefits: Pension scheme, generous holiday allowance, training, and development opportunities.

**Application Process:**

* To apply, please email [info@swintonlock.org.uk](mailto:info@swintonlock.org.uk) to request an application form.
* Application deadline: 31st May 2024.
* Interviews: Shortlisted candidates will be contacted to arrange an interview, which will take place on Thursday 6th June 2024

Swinton Lock Activity Centre is an equal opportunities employer and welcomes applications from all qualified candidates. We are committed to diversity and inclusion in our workforce and strive to create a supportive and inclusive work environment for all employees.

Additional Information

* Application form must be completed by all applicants, the information disclosed will be used for recruitment purposes only.
* Successful applicants’ information will be retained as part employment records, unsuccessful applicants will be deleted after a period of 12 months.

**Person Specification E = Essential D = Desirable**

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| **Qualifications** |  |
| A youth or teaching qualification | D |
| Experience of working with children and young people. | E |
| Experience of delivering creative needs led work with children and young people. | E |
| Experience of working with partner organisations both voluntary and statutory. | E |
| Use of monitoring and evaluation tools to record outcomes. | E |
| Developing project plans and delivering on agreed targets and outcomes. | D |
| Experience of working with disadvantaged children and young people and managing safeguarding concerns. | E |
| **Knowledge** |  |
| Understanding of the issues and challenges facing young people. | E |
| Knowledge and understanding of safe working practices, and the ability to identify risks and consider alternative actions | E |
| A working understanding of equality and diversity | E |
| An understanding of relevant health and safety requirements. | E |
| **Skills** |  |
| Ability to work on his own initiative and work to deadlines. | E |
| Excellent communication skills with the ability to represent Swinton Lock in professional meetings. | E |
| Confident with a number of social media platforms | D |
| **Personal Qualities and Attributes** |  |
| Be empathetic and mindful of the needs of others. | E |
| Be non-judgemental and committed to supporting children and young people in difficult circumstances. | E |
| Flexible, ability to work evenings and weekends when required. | E |
| **Other** |  |
| The post holder will require a DBS check at an enhanced level (exempt from Rehabilitation of Offenders Act, 1974. All ‘spent’ convictions will be declared.) | E |