



## 16+ Development Worker

**Responsible to: the Board of Rowland's (Selkirk) / Rowlands Manager**

**Salary: £11.30 per hour £21,741 (pro rata)**

**Status: to be review at end of each financial year**

**Hours of Work: 17 hours per week with opportunity for an increase in hours**

**Pre-Employment Checks: PVG and Satisfactory References**

### **Job Description:**

The successful candidate will be responsible for:

- Develop opportunities for our senior members to participate in activities and opportunities which they have identified to support their move into a positive destination of their choice
- Utilising their own skills and developing exciting and innovative opportunities identified through need, observation and conversations with young people
- Liaising and building positive working relations with our partner agencies e.g. primary and high schools, other youth work provision and local community groups
- Identifying developing, and managing the expansion of services to meet demand and need of our young people service users and to include young people in these new ideas and opportunities where possible
- Carrying out a range of administrative duties to ensure the effective management of the café area and our assets
- Ensuring the implementation of our Health and Safety and other relevant working policies to ensure a safe work environment.
- Undertaking appropriate training opportunities as identified in negotiation with your line manager/the management committee.
- Carry out any other appropriate duties identified by Rowland's (Selkirk) which supports the furtherance of our organisational aims and purpose.



### **Person Specification:**

The successful candidate will be able to demonstrate through their written application and interview that they fulfil the following person specification:

### **Qualifications and Knowledge**

Essential:

- Relevant qualification and evidence or proven track record of working with children or young people in a range of contexts including youth work settings/non-formal learning environment
- Proven track record of working as part of a team
- Proven track record of fulfilling administrative tasks and use of IT

Desirable:

- An up-to-date knowledge of issues effecting young people
- An awareness and understanding of setting clear aims, objectives, and outcomes in project development
- Knowledge and understanding of child protection procedures and best practice

### **Skills and Personal Attributes**

Essential:

- Excellent communication skills at all levels
- Good organisational skills and ability to plan and prioritise work
- Ability to motivate individuals and groups, to inspire confidence and trust
- Ability to work upon own initiative and be pro-active in the fulfilment of the duties of this post
- Enthusiasm, commitment and a positive approach to work and the aims of the organisation
- Ability to work with internal and external partners

### **Pattern of Work**

This post will require the successful candidate to contribute to the current delivery of youth work within Rowland's. This will initially require working a Monday and Friday evening as well as other sessions in response to need. A flexible work pattern which is mutually agreeable to the post-holder and the Manager may be adopted. The post holder may also be asked to participate in additional duties to further the deliverance of outcomes of Rowland's.



**Pre-employment Checks:**

The successful candidate must provide

- Completion of a satisfactory PVG Check
- Up to date contacts for references
- Complete right to work ID check
- Child Protection Training.