



Youth Worker Sessional contract

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

Salary: £11.00 per hour

Status: to be review at end of each financial year

Hours of Work: 5 hours per week with opportunity for an increase in hours

Pre-Employment Checks: PVG and Satisfactory References

Job Description:

- To engage and support young people through encouraging their participation in the organisation, the programme and their community.
- To provide informal education sessions in response to the needs of the young people which is responsive to their needs
- To work alongside young people in accessing opportunities to become involved in volunteering
- To assist in the training and support where appropriate of all young people including certificated learning opportunities such as Youth Achievement Awards, SQA units and Saltire Awards.
- To use and build effective working relationships with learning community partners to allow young people to access the appropriate service/s and to support them into any such service provision
- Ensure that all information systems, monitoring and evaluation work and report writing are dealt with in an efficient and professional manner and in agreed timescales.
- To offer assistance when required to the Youth Work Manager and in consultation with young people, partners and volunteers on the development of plans for the direction of the service, including the researching of new opportunities.
- To manage and maintain accurate and up to date information on existing information systems to capture, activity and impact.
- To contribute to team meetings and other meetings where appropriate.
- To prepare and attend regular support and supervision sessions and participate in staff training
- To contribute to youth work holiday programmes



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.