



# CLIMB 4

## Training Education and Arts Job Description

### Children and Youth Worker

<b>Employer :</b>	Climb 4 Limited
<b>Salary:</b>	£4000-£4500 (depending on experience)
<b>Fixed Term :</b>	6/11/23- 26/1/2023
<b>Hours:-</b>	Up to 30 hours (must be Flexible – must be able to work some evenings) (15 hours over Xmas week expected)
<b>Reports to:</b>	Climb 4 Children, Young People and Families Service Co-ordinator

**Purpose of the job:** To deliver children and youth workshops and positive activities to improve the mental Health and Well-being of those we support. You must also be able to offer emotional support where necessary and support with planning, delivering and evaluation of term time and holiday activities.

#### MAIN TASKS:

1. Plan and Deliver Children and Young people's term time, after school, Youth club and Holiday club activities.
2. To support the Administration function of the sessions you deliver.
3. Gather participant feedback and from this help to developing new services in line with Climb 4's developmental strategies and business objectives.
4. Assist with supporting the promotion and marketing of all Climb 4 vulnerable Children, young people and family services and projects
5. Assist the co-ordinator with the monitoring, evaluation and reporting procedures of all Children, young people and family projects
6. Offer signposting for participants and their families, while also offering information, advice, guidance
7. Prepare resources for Centre and Outreach delivery

#### RESPONSIBILITIES

The post holder is responsible for:

- Offer support to any volunteers who are assisting delivery during your workshops and activities
- Maintaining a professional relationship with the users of our service and with other staff, with particular attention to confidentiality and the maintenance of boundaries.
- Engaging in supervision, training, and personal development activities consistent with the requirements of the post and individual career goals.

- Supporting administrative systems which record the progress of children and young people, communities, and organisations
- Working flexibly as required by the service and the employer which may require some working out of 'normal office' hours.
- This is not an exhaustive list of duties and responsibilities, and the post-holder may be required to undertake other duties which fall within the remit of the job, in discussion with the manager.
- This job description will be reviewed regularly in light of the changing nature of Children and Youth community development work and any such changes will be discussed with the post holder.
- The post holder is expected to comply with all relevant policies, procedures and guidelines, including those relating to Equal Opportunities, Health and Safety and Confidentiality of Information and show a strong commitment to equality and diversity in all aspects of the job role.

**DECISION MAKING:**

***The Child and Youth worker is authorised to make:***

Day to day decisions regarding the prioritisation of tasks making up their workload and on completion of 6 week probation period further decision-making authorisation will be negotiated and agreed

**N.B:**

Guidance is available at all times via Managing Director

**Special Circumstances:**

Some flexibility is required regarding undertaking additional duties on an ad hoc basis to support team members and community partners to ensure the efficient and effective operation of the programme at a level of responsibility not higher than that of appointment.

**PERSON SPECIFICATION**

	<b>Essential</b>	<b>Desirable</b>
<b>Attainments / Training</b>	<ul style="list-style-type: none"> <li>• Level 3 Children and Young people qualification</li> <li>• GCSE/equivalent in English &amp; Maths</li> </ul>	<ul style="list-style-type: none"> <li>• Any of the below Qualifications</li> <li>• Counselling</li> <li>• Mental health</li> <li>• Psychology</li> <li>• Youth Work</li> <li>• PGCE/Community Learning</li> <li>• Safeguarding</li> </ul>
<b>Experience</b>	<ul style="list-style-type: none"> <li>• 1 years experience of working with children and young people</li> <li>• Involved in organising an event or activity from start to completion</li> <li>• Experience of providing emotional support to children, young people and their families</li> </ul>	<ul style="list-style-type: none"> <li>• Volunteering/community work</li> <li>• Co-ordinating a project</li> <li>• Writing Grant Applications</li> <li>• Safeguarding</li> </ul>

	<ul style="list-style-type: none"> <li>Working with and empowering volunteers to take the lead</li> </ul>	<ul style="list-style-type: none"> <li>Counselling/emotional support 1-1</li> <li>Project management within a community group or small business- including financial management and monitoring/evaluation processes</li> <li></li> </ul>
<b>Knowledge</b>	<ul style="list-style-type: none"> <li>Good knowledge of Children and Young People's Health and Well-being</li> <li>Good Knowledge of Child Development Local and Government legislation</li> <li>Good knowledge of volunteering and work experience development</li> <li>Prevent Duty Training</li> <li>Safeguarding Training</li> </ul>	<ul style="list-style-type: none"> <li>Mental Health Awareness</li> <li>Mental Health first aid</li> </ul>
<b>Skills &amp; Practical Effectiveness</b>	<ul style="list-style-type: none"> <li>Good interpersonal skills (written &amp; oral)</li> <li>Good co-ordination skills</li> <li>Excellent planning skills</li> <li>Good presentation skills</li> <li>Good negotiation skills / persuasive style</li> <li>Ability to work on own initiative and prioritise work both with and without supervision</li> <li>Ability to recognise inappropriate attitudes, language and behaviour and to take appropriate action to prevent/deal with such behaviour as appropriate</li> <li>Good level of information technology skills</li> <li>Ability to see solutions rather than problems</li> <li>Ability to identify and work with assets</li> </ul>	<ul style="list-style-type: none"> <li>Word-processing/computing skills</li> <li>Report writing skills</li> <li>Social networking skills</li> <li>Accounting/Budgeting Skills</li> <li>Creative Skills</li> <li>Creative Skills- eg. Dancer, musician, actor, writer, singer, media, artist etc..</li> </ul>
<b>Respect for Ethnicity and Diversity</b>	<ul style="list-style-type: none"> <li>Must consider and show respect for the opinions, circumstances and feelings of staff and members of the public, no matter what their race, religion, position, background, circumstances, status or appearance.</li> </ul>	<ul style="list-style-type: none"> <li>Have worked or volunteered or undertaken group activities with people from different ethnic and/or religious/cultural backgrounds</li> </ul>

	<ul style="list-style-type: none"> <li>• Must understand other people's views and takes them into account.</li> <li>• Must be tactful and diplomatic when dealing with people, treating them with dignity and respect at all times.</li> <li>• Must understand and be sensitive to social, cultural and racial differences at all times</li> </ul>	<ul style="list-style-type: none"> <li>• Can evidence experience of working with SEN service users and those with disabilities.</li> <li>• Can evidence experience of skills improved by working with the LGBTQ+ community</li> <li>• Can adapt approaches when working with those vulnerable children who have experienced trauma, looked after children, CIN, or those with long term-chronic illnesses.</li> <li>•</li> </ul>
<p><b>Other</b></p>	<ul style="list-style-type: none"> <li>• A preparedness to work flexible hours through prior arrangement as the needs of the job dictate (e.g. some evenings and weekend hours)</li> </ul>	<p>Have a clean driving licence and access to a car which is insured for business use with a current valid MOT test certificate</p>