

## Session Leader – Job Description

Below is a job description. This is a list of all the tasks that will usually make up the job you are applying for. Further down it also has information such as how much the job pays, holiday you would be allowed and who you would be working with. Please refer to this job description (especially the tasks) when completing the application form. If you are invited for an interview, the questions you will be asked will be based on this and on the person specification.

POST	<p>Session Leader - Youth Support Worker [Seaton]</p> <p>Fixed Term contract until 31 July 2022</p> <p>A salary of £19,500.00 pro-rata* will be offered (salary to be reviewed in October 2021).</p> <p>*Pro-rata means this is the salary you would receive in a full-time position. As a part-time member of staff, you will receive £1,170.00 per annum (per year). This is the equivalent of £10.00 per hour.</p>
LOCATION	Seaton
PURPOSE & OBJECTIVES	<p>To support young people to engage in positive diversionary activities and address risk taking behaviours including substance misuse, crime and anti-social behaviour and remove barriers for young people to engage in mainstream services and provision and to enable young people to achieve their potential. Where appropriate to support parents and carers of young people in partnership with other agencies.</p>
RESPONSIBLE TO	Operations Lead
DUTIES AND RESPONSIBILITIES	<ol style="list-style-type: none"> <li>1. Maintain good professional relationships with participants to ensure that they feel welcome, listened to and to feel safe within the environment.</li> <li>2. To support and lead the Session worker and volunteers and to plan and deliver a diverse programme of activities that are inclusive and meet the individual needs of participants such as their age and abilities.</li> <li>3. Communicate effectively with participants, this includes members of the public, parents and carers.</li> <li>4. Work well within a team and be supportive to team members and leaders, this includes supervising participants, setting up</li> </ol>

activities, cleaning and ensuring the safety of the participants is paramount.

5. Work with the Designated Safeguarding Officer to make full use of multi-agency working tools such as Multi Agency Safeguarding Hub (MASH) referral form and to ensure needs are appropriately matched to services; to ensure coordinated access to other services for young people.
6. Appropriately challenge the behaviour of participants taking part in a project or activity to ensure this does not affect the enjoyment of others.
7. Be prepared and be adaptable to work in various settings within Seaton such as open spaces, in the community, school sires and working for the following projects: Youth Projects, Inclusion Projects and one-off projects.
8. Attend team meetings to ensure the project is delivered well and meets the standards of the community, Trust and its Partners.
9. To carry out jobs or tasks that are asked of you which contribute to the running of the project or service.
10. Wear the supplied uniform with appropriate footwear at all times whilst representing the Youth Genesis Trust.
11. Attend training as agreed with the Line Manager.
12. To undertake other duties which may be delegated from time to time, and which are appropriate to the grading of the post.
13. Report any comments/complaints to the Operational Lead and encourage participants to use the correct reporting procedure.
14. Report to the Operations Lead in advance if unable to attend a working shift.
15. To follow the correct procedure if purchasing resources and refreshments in conjunction with project budgets.
16. Complete administration tasks appropriate to the post and project including session attendance registers; site checks and reports, in compliance with the Trust's Health and Safety recommendations.
17. Ensure that Data Protection (GDPR) policy and procedures are maintained and adhered to.

	<p>18. Ensure all activities are properly risk assessed and identified action taken.</p> <p>19. If required, handle cash in accordance with Trust procedures provided, keeping detailed records.</p> <p>20. Communicate professionally and effectively with external providers such as Schools, Council's, Coaches and Contractors.</p> <p>21. Undertake any other activities that may be required by the Board of Directors to further the work of the organisation.</p>
RELATIONSHIPS	<p>Seaton Town Council  East Devon Safety Community Project  Space  Devon VOYC</p>
ETHOS & WORKING STYLE	<p>The Youth Support Worker is expected to embrace fully and advocate the ethos and core values of the Youth Genesis Trust:</p> <ul style="list-style-type: none"> <li>• <b>Quality</b> – delivering best practice for young people.</li> <li>• <b>Respect</b> – valuing equality and diversity and ensuring that everyone can take part.</li> <li>• <b>Empowerment</b> – ensuring young people take the lead and are in the driving seat in all that we do.</li> <li>• <b>Pioneering</b> – willing to step outside of the box and try new ways of doing things.</li> <li>• <b>Value</b> – bringing the best value for money through enabling strengths within communities.</li> </ul> <p><b>*Youth Genesis takes the safeguarding of children and adults at risk very seriously; we have safeguarding policies in place and all who work and volunteer for us are obliged to embrace these fully.</b></p>
TERMS & CONDITIONS	<p>Fixed Term Contract from 20<sup>th</sup> August 2021 until 31st July 2022.</p>
HEALTH & SAFETY	<p>The post holder will be subject to the Youth Genesis Trust's Health and Safety Policy.</p>
EQUAL OPPORTUNITIES	<p>The post holder will be subject to the Youth Genesis Trust's Equal Opportunities Policy.</p>
SALARY	<p>Starting salary will be £19,500.00 per annum (pro rata - salary to be reviewed in October 2021).</p>
HOURS OF WORK	<p>This post will be 3 hours per week over 39 weeks (during term time)</p>

	Some flexibility in working hours may be required due to the nature of this post. Payment for overtime is not given but employees are entitled to time off in lieu by arrangement.
HOLIDAY ENTITLEMENT	Pro rata 28 days per annum, plus Bank Holidays and an extra 1 days at Christmas and New Year.
SICK PAY	Entitlement in accordance with the Youth Genesis Trust's terms and conditions of employment.
PENSION	There is a pension scheme which employees are able to join, subject to certain provisions. Contributions from employees are currently 8% of pensionable salary.
PROBATIONARY PERIOD	Appointments are made subject to the satisfactory completion of a 6 month probationary period.
TRAINING	An induction period of 1 month to enable the Youth Operations Lead to become familiar with the role and relationships.  Additional training will be identified and agreed at regular Supervision sessions.
DISCLOSURE	This appointment will be subject to satisfactory enhanced disclosure by the Disclosure and Barring Service (DBS).

**Equality Statement:** Youth Genesis will not unlawfully, unfairly or unreasonably discriminate against or treat any individual less favourably on the grounds of their religion or belief, sex, marital status, race, disability, age, sexual orientation, gender reassignment, maternity or paternity status.

# Youth Support Worker – Person Specification

Based in: Foxhole

Below is a person specification. This is essentially a list of all the characteristics we would be looking for in the person who fills this post.

Essential Skills and Effectiveness:	Desirable Skills and Effectiveness:
<ol style="list-style-type: none"> <li>1. Experience of working with and supporting young people.</li> <li>2. Working as part of a team.</li> <li>3. The ability to travel.</li> <li>4. A committed and reliable individual.</li> <li>5. Good listening skills.</li> <li>6. A non-judgmental attitude.</li> <li>7. Honest and trustworthy.</li> <li>8. Good organisation, ICT and administrative skills.</li> </ol>	<ol style="list-style-type: none"> <li>1. Experience of one-to-one work with young people and enabling them to set goals.</li> <li>2. Participation work that grows young peoples' voice.</li> <li>3. Work with young people who have learning difficulties and impairments.</li> <li>4. Experience of Youth Activities.</li> <li>5. Partnership work with other agencies and groups.</li> </ol>
Essential Knowledge:	Desirable Knowledge:
<ol style="list-style-type: none"> <li>9. Understanding of data protection issues.</li> <li>10. Committed to safeguarding and promoting the welfare of children, young adults and vulnerable people.</li> <li>11. Issues that young people may face.</li> <li>12. Hold a level 2 qualification in Youth Work Practice or equivalent or a willingness to work towards this accreditation.</li> </ol>	<ol style="list-style-type: none"> <li>6. Knowledge of youth activities that includes Sport, arts, media, music and cooking.</li> <li>7. Fundraising.</li> <li>8. Youth Accreditations.</li> <li>9. Adolescent Mental Health issues.</li> </ol>