

Job Description for Youth Worker (Cambridgeshire)

You are responsible to:	Programme Manager (Youth Work)
You are responsible for:	Volunteers
Your salary is:	£21,589.00 <i>per annum (pro-rata)</i>
Your holiday entitlement is:	25 days pa plus statutory holidays (pro rata)
Your conditions of employment:	As per your contract
Your contract is:	Permanent
Your hours are:	22.5 hours per week
Location	Home-based, with regular travel to other locations in Cambridgeshire, including Office A, Dales Brewery

You will deliver The Kite Trust services covering the whole county between the team of appointed youth workers. This will include facilitating safe spaces for drop in groups, providing 1:1 support to young LGBT+ people and occasional schools and training delivery.

Work with young people

1. Run regular groups providing a safe, fun space for LGBT+ young people to meet and engage in positive activities. Working in partnership with other organisations where relevant and including the members of the group in planning the sessions.
2. Work directly with a defined case-load of young LGBT+ people to provide 1:1 support.
3. Provide assessments of level of risk and clients' needs.
4. Run a regular information and advice drop in appropriate location including at group sessions.
5. Proactively monitor outcomes of your work, ensuring young people are identifying and reviewing their own goals.
6. Manage client onward referrals in cases where a more specialist service is required. This will include liaising with GPs and mental health services amongst others.
7. Occasionally support The Kite Trust schools and training programme, delivering workshops and training sessions with the aim of reducing discrimination towards LGBT+ young people.

Service Development

You will:

1. Contribute to the development of The Kite Trust's Youth Work services.
2. Liaise with other agencies and providers, both locally and nationally to enrich and promote the work of The Kite Trust, in particular working with school staff and local authority locality teams.
3. Contribute to strategies which aim to improve young LGBT+ people's mental health and the accessibility of services.
4. Ensure that The Kite Trust services are relevant and appropriate to young people's needs and that young people are involved in the shaping of our work.
5. Ensure that young people's experiences of and outcomes from The Kite Trust services are recorded and shared and used to inform our development and to meet the needs of our funders and commissioners.
6. Continually develop internal processes for internal and external referrals and proactively communicate these processes to other staff and volunteers.
7. Produce accurate and timely monitoring and evaluation information on 1:1 and drop in activity.

Professional Development

1. Participate in regular supervision with the Programme Manager (Youth Work) and additional individuals as assessed appropriate
2. Participate in continuous professional development opportunities as agreed with the Programme Manager (Youth Work)

Other Duties and Requirement of the Job

1. From time to time you may be expected to undertake other duties to support the smooth running of The Kite Trust.

Project Worker Person Specification

	Essential	Desirable
Knowledge	<p>Knowledge of LGBT+ identity and the particular challenges faced by young LGBT+ people.</p> <p>A good knowledge and understanding of recent developments in the lives of young people and communities</p> <p>A good knowledge of workforce principles and practice within Youth Work Sector</p> <p>Microsoft Office, with a good knowledge of Excel</p> <p>How to use digital technology such as Facebook, Twitter, Instagram etc</p> <p>Equality, diversity and inclusion</p>	<p>Knowledge of statutory services and their function and appropriate referral procedures.</p>
Skills	<p>Ability to co-ordinate a complex workload within time limits.</p> <p>Good verbal communication and listening skills</p> <p>Well organised with the ability to work to deadlines and demonstrate attention to detail</p> <p>Ability to use initiative to think through problems to find solutions</p> <p>Ability to effectively coordinate and deploy resources to deliver results</p> <p>Excellent interpersonal skills with an emphasis on working influentially, inclusively and supportively with a wide range of stakeholders</p> <p>Good at working within a team</p>	<p>Ability to use social media and new technologies to enhance training delivery</p> <p>Good public speaker, comfortable talking in front of groups of people</p>

<p>Experience</p>	<p>Experience of working with young people within a youth work setting.</p> <p>Planning, delivering and facilitating engaging and effective sessions with young people.</p> <p>Working with a range of different people and responding to their needs and requirements</p> <p>Working in a team</p> <p>Undertaking administrative tasks, such as responding to emails, answering telephone calls, maintaining filing systems and working on databases</p> <p>Substantial experience and knowledge of child protection procedures.</p>	<p>Experience of working in the voluntary sector.</p> <p>Experience of client assessment and risk assessments</p> <p>Experience of working in the LGBT+ sector</p> <p>Previous experience providing training to a wide range of audiences</p>
<p>Personal Qualities</p>	<p>An interest in young people's personal development and participation</p> <p>Highly organised</p> <p>Ability to work evenings and weekends when required</p> <p>Positive, self-motivated, pro-active and flexible</p> <p>A trustworthy and effective team member</p> <p>An ability to reflect on your professional practice and to proactively seek resources and support for personal development.</p>	
<p>Other</p>	<p>Willingness and ability to travel to different locations within Cambridgeshire.</p>	