

# **PRINCETOWN PAVILION YOUTH CLUB**

## **JOB DESCRIPTION**

**COMPILED: NOVEMBER 2017**

This job description describes the general duties of the post and does not preclude other duties which are necessary for the efficient operation of the organisation in meeting its objectives. It is current at the date shown above. In consultation with you, it is liable to variation by the organisation to reflect actual, contemplated or proposed changes in or to your job.

<b>POST TITLE:</b>	Youth Support Worker
<b>LOCATION:</b>	Prinetown Pavilion Youth Centre
<b>RESPONSIBLE TO:</b>	Management Committee/Lead Youth Worker
<b>HOURS:</b>	8.5 hours per week, plus 5 hours on two weekend daytimes per month
<b>JOB PURPOSE:</b>	<p>To support and develop the generic and focussed Youth Work provision.</p> <p>To facilitate young people's learning around employability skills, social action and personal development.</p> <p><b>This post will involve regular evening and weekend working.</b></p>

### **PRINCIPAL DUTIES AND RESPONSIBILITIES**

1. To take responsibility for the delivery of a range of centre-based provision.
2. To support programme development and monitoring requirements as set by funders.

### **JOB ACTIVITIES**

1. To support a range of activity and information sessions, both targeted and open access, as part of our 8 - 19 age range programme.
2. To support professional training opportunities for young people.
3. To provide advice to young people in drug, alcohol and sexual health issues.
4. To ensure all equipment and resources are set up and dismantled safely before and after each session, and stored as required.
5. To organise and deliver enjoyable activity sessions, promoting equal opportunities and anti-discriminatory practice.
6. To ensure the safety and supervision of all the young people throughout the session, including the management of behaviour as necessary.

7. To maintain accurate records of attendance and any other information deemed necessary.
8. To collect, record and secure participants fees for those sessions where charges are made.
9. To ensure that all Child Protection issues are correctly recorded and reported, in line with the Safeguarding Policy.
10. To ensure that all fire prevention, evacuation and emergency procedures are complied with.
11. To follow appropriate procedures for any incident or accident that occurs to any participant under your supervision.
12. To meet with the Lead Youth Worker to report on the delivery of the programme and future developments.
13. To support the production of monitoring and evaluation reports as required by funders.
14. To support young people at times of crisis as appropriate, safeguarding the health and welfare of young people.
15. To attend staff training sessions as specified by management.
16. To have a thorough knowledge of, and actively promote, the project and services for young people.
17. To carry out any other duties as management may, from time to time, reasonably require, according to the nature and level of the post.

**POST REQUIREMENTS**

- A. This post is subject to the successful completion of an Enhanced Disclosure & Barring Service Check.
- B. To promote the active involvement of children and young people in all work covered by the post holder.
- C. To ensure the organisation's policies, procedures and financial regulations are observed.
- D. To support the corporate work of the organisation by undertaking work within other project areas at the discretion of the employee's manager.

Signed ..... Dated .....  
Postholder

Signed ..... Dated .....  
Project Manager