**YOUTH SUPPORT WORKER POST**

**Salary:** £9.80ph while on 6 months probationary period then rising to £9.90ph.

**Hours**: Flexible 6 - 8 hours per week (negotiable).

**Holiday Entitlement**: 5 weeks pro rata statutory holiday to be taken during school holidays.

**Work Pension Scheme**: Optional.

**Requirement:** either a qualified youth worker or a person who has experience of working with children of the specified age group (youth support training will be needed for the latter funded by Sunningmead Community Association).

**Job Description**:
a) To promote and run a weekly 2-hour Youth Club for 8 – 11 year olds on Thursdays from 4 – 6pm

 using a choice of multiple rooms, a large Hall and Community Park.

b) To promote and involve a small team of 3 volunteers in the planning of a termly activity

 programme and to assist with its implementation.

c) To organise and maintain a list of members with contact details for emergency use.

d) To organise and maintain an Attendance Register for Club Sessions.

e) To organise the Club’s finances i.e. collection and notation of a £2 sessional fee, upkeep of an

 Account Book, keeping of receipts for purchase of resources, monthly or weekly handing in of

 Cash with accompanying Account Book and picking up of a receipt and any finance needed for

 the next month or week. To organise a small amount of fundraising to support the Club.

f) To be responsible for the Safeguarding of Children attending Club and activities, the
 Health & Safety of children and volunteers, and administration of first aid and informing
 the parent/guardian if necessary.

g) To organise an Annual School Holiday Activity Programme providing a small amount of
 activity in the Easter and Summer Holidays.

h) To attend meetings of the Association’s Youth Work Sub-Committee (every 8 weeks)
 and provide a short report, either in writing or verbally.

I ) To undertake any training that is considered necessary (funded by the Association).

NB. This post is subject to continued funding. Closing date for application is midday 31st January 2019.

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| ***SUNNINGMEAD COMMUNITY ASSOCIATION*** ***Sunningmead Community Centre, Lazenby Road, Wilcombe,*** ***Tiverton, Devon. EX16 4AL******Tel / Fax: 01884 251147 Registered Charity No: 1070269 Email:*** ***sunningmead@yahoo.co.uk*** ***Web:*** [***www.*** ***sunningmead.org.uk***](http://www.sunningmead.org.uk)  |  |