



## **Wendover Youth Centre: Recruitment Opportunity**

**Role:** Assistant Youth Worker

**Deadline for Applications:** Tuesday 19<sup>th</sup> April 2022

Your application should include a full CV, and personal statement setting out why you believe this is the role for you

**Submit Applications to:** [admin@wendoveryouth.co.uk](mailto:admin@wendoveryouth.co.uk)

### **Please note:**

We have a Safer Recruiting Policy and operate DBS checks and high safeguarding standards for all employees and volunteers – for details of that and other Policies please visit [www.wendoveryouth.co.uk/documents](http://www.wendoveryouth.co.uk/documents)

If you have questions about this process, you should contact [admin@wendoveryouth.co.uk](mailto:admin@wendoveryouth.co.uk)



## **Assistant Youth Worker – Job Description**

<b>Location</b>	Wendover Youth Centre (WYC)
<b>Hours</b>	Core: 37 hours per week – based at Wendover Youth Centre, Wharf Road, Wendover, HP22 6HF
<b>Apprenticeship</b>	This position is linked to a Level 3 Diploma in Youth Work Practice (England) awarded by SEG Awards ABC The candidate's training costs will be fully funded, and the contract will include an allowance of time for study The training contract will last for an 18-month period, unless the candidate fails to fulfil the training requirement or WYC and the candidate mutually agree to end the contract earlier
<b>Salary</b>	All apprenticeship posts have to pay at least minimum wage – the salary for this role will also depend on existing experience and qualifications
<b>Other benefits</b>	20 days leave pa + statutory holidays Pension and other benefits
<b>Unsocial Working</b>	Evening working is required
<b>Report to</b>	Lead Youth Worker
<b>Line Management of</b>	Volunteers and sessional youth workers as required
<b>Working with</b>	WYC Trustees and Partner organisations

### **Context for role**

WYC has a full-time Lead Youth Worker. We also use a range of sessional Youth Workers and Volunteers to support our work. We have now grown to a scale where we require a second full-time worker. Hence this exciting new position, which will be offered as a full-time apprenticeship position.

Wendover Youth Centre is a Company Limited by Guarantee with Charitable status. The Trustees have a clear and ambitious vision to develop and improve youth provision within Wendover. This appointment is key to this vision.

WYC has operated independently since 2011, when central funding for youth work was withdrawn in Buckinghamshire.

Whilst there is a range of youth activity available within Wendover (including at the WYC and through strong uniformed organisations and a variety of sports and arts organisations) there remains significant opportunity to further develop WYC as the focal point for youth provision in Wendover and to meet identified gaps in existing provision. There is also a partly exploited opportunity to use the central location of the WYC on the schools' campus to integrate and co-ordinate youth activities to the mutual benefit of schools, other local organisations and WYC. The need for supporting Young People has been further increased by the Covid-19 pandemic, and much of our work now focuses on the mental health and wellbeing of our users.

This job description identifies the core requirements for this Assistant Youth Worker for the Wendover Youth Centre.



## Job Tasks

- Deliver the youth work the Centre currently provides (youth sessions, community work, school work and events)
- Assist with planning youth sessions, programmes, and projects
- Assist with the preparation of resources for sessions with Young People
- Organise the setting up and packing down of sessions with Young People
- Assist with organising trips and activities outside of the Centre e.g., outreach/partnership work
- Plan, and develop additional youth activities, ensuring that an attractive range of activities is offered to meet a range of needs
- Manage and train volunteers to help lead and run those youth activities within WYC
- Help develop projects and ideas for funding bids
- Assist with the writing of funding bids
- Support the Lead Youth Workers' liaison with the schools to improve coordination of activities – with a view to developing work: particularly with the John Colet Academy
- Support the Lead Youth Worker to ensure that an environment of safety, care and attention is maintained and supported through all of the work of the WYC
- Support the Lead Youth Worker in their overall strategic responsibility for the building, equipment and money, including health and safety and appropriate risk management
- Ensure appropriate safeguarding measures and risk assessments are in place for all activities
- Assist in reports writing and the gathering of information, photos and stats for evaluation purposes
- Communicate openly and proactively and support WYC's communication approach through all its channels – in person, website, through social media etc.
- Assist with responses to enquires (sessions info, event bookings and rentals) and help maintain the registers and Centre database
- Identify and maintain key partner relationships
- Build good positive relationships with young people of all ages
- Actively participate in the wider life of WYC

## Relationships/Partners

### *Internal*

- Be a visible and approachable pastoral presence within WYC and provide, where appropriate, individual support to young people
- Support the WYC trustees to ensure the delivery of the vision and development of youth work

### *External*

- Build effective and successful partnerships with other local youth agencies and organisations
- Foster ongoing good links between WYC, and a range of delivery partners in Wendover – including the local schools, churches, and Premier Education (who are co-located in the WYC)



## Person Specification

	Essential	Desirable
Qualifications	<p>This is an apprenticeship.</p> <p>The successful candidate will participate in the Youth Worker Diploma Level 3 (England) awarded by SEG Awards ABC. The candidate will need to demonstrate sufficient academic achievement and aptitude to satisfy entry requirements. These are normally equivalent to Level 2 Maths and English at GCSE.</p> <p>We anticipate that the successful candidate will have studied to A-level or equivalent</p>	
Job knowledge/ Experience	<p>No experience is necessary</p> <p>However, experience of working with Young People is a highly recommended prerequisite for participation in the Level 3 Diploma. Consequently, a successful candidate, with no or limited relevant experience, will be required to complete a 6-month probationary contract before formally commencing the apprenticeship</p>	<p>Experience of working with young people</p> <p>Experience of working in a youth/community/school setting</p> <p>The following areas of experience are of particular interest;</p> <ul style="list-style-type: none"> <li>- managing the mental health of Young People,</li> <li>- working in a multi-cultural setting,</li> <li>- tailored work with female groups</li> </ul> <p>Experience of making funding applications and providing admin support</p>
Skills	<p>Good relational/inter-personal skills</p> <p>Good oral and written communication skills</p> <p>Good organisational skills</p>	<p>Proven experience of working with volunteers</p>
Other Attributes	<p>Self-motivated with the ability to take initiative</p> <p>Team player, with the ability to lead and motivate a team of mixed ability and experience</p> <p>Flexible approach to changes in circumstance and able to work unsocial hours</p> <p>Mature, flexible approach</p>	<p>Ability to provide own transport and/or to live locally</p>