

Senior Youth Worker 30 hours per week Monday - Thursday
Heart and Sound
Dunfermline

Salary - (£25350 pro rata) - £20,280 per annum for 30 hours per week.

£13 per hour + pension contributions x 30 hours per week - three year contract with incremental pay increase of 1% each year.

25 days per year holiday pay

Deadline Monday 9th September - interviews to follow within 7 days of the deadline.
Estimated start date 1st October 2019.

Job Summary / Description

Delivering youth work in a youth cafe, drop in environment, event and detached setting, coordinating volunteers.

Creating environments of positive praise and encouragement, informal education and hosting and delivering workshops alongside young people.

Identifying hidden harm, such as depression, suicidal thoughts, drug use, domestic abuse etc. and following up with appropriate mentoring, referrals or where appropriate child protection procedures.

Encouraging young people to get involved in new activities and developing young leaders.

Set up and pack down of the youth work sessions.

Contacting local schools and youth services to promote the work and develop key relationships regarding vulnerable young people who need support and guidance.

'Detached' and Sports based sessions including delivering sports leaders awards.

Evaluation and monitoring every session, including getting young people to feed back, fill out evaluation and monitoring forms from time to time.

Using social media to promote events and celebrate successes.

Mondays 4- 8 pm Digital and creative skills workshops - Adobe Creative Suite (character animator/ premiere pro/ photoshop / recording music, DJing, podcasting and film making)

Tuesdays 3:30 - 7pm School of rock (youth led- peer tuition)

Wednesdays 4- 8pm Sports / Football and Panna Cage projects - Sports Leaders awards

The Senior youth worker would also meet once per month with each of the youth management boards outside of these open hours as well as supervise sessional staff and Volunteers.

This is a thirty hour post with face to face work delivered on the Monday Tuesday and Wednesday with flexible hours throughout the rest of the week to prepare, evaluate, network and meet young people for board meetings and one to ones, staff

supervision etc.

Part of this role will be organising regular big youth work events that will include the whole staff team, utilising the creative arts skills such as Music Djing and performing from the young people.

Person Specification

CRITERIA

SKILLS AND ABILITIES

- *A level 2 diploma in youth and community work, apprenticeship in youth work or JNC recognised equivalent is desirable for this post as we train volunteers in youth and community work theory and practice. A degree in Youth work is desirable.*
- *Ability to communicate in conversation, with the ability to facilitate and gate keep conversations whether in team meetings or with young people*
- *Informal education skills, such as challenging prejudices through dialogue with young people.*
- *Team leadership skills are vital, including supervision and people skills such as being a good listener and group communicator.*
- *Computer literacy is vital, using Microsoft excel and Microsoft word for all recording, evaluating and monitoring and writing reports to funders.*
- *Ability to use software such as video editing, djing, music recording software and relevant hard ware is vital. Training will be provided but this will be a major part of the job running dj workshops and creative media based projects.*
- *Solid budgeting skills, and confidence to understand accounts and financial reports.*
- *Telephone skills, clear communicator*
- *A full Driving licence is desirable*
- *Musical and/ or sports skills are desirable*
- *Ability to understand young people and communicate with vulnerable and at need youth who often struggle with learning difficulties and behavioural issues.*
- *Conflict management skills are essential, (you may have to diffuse situations involving aggressive or intoxicated youth)*

EXPERIENCE

- *Experience with working with vulnerable and at risk young people, specifically 11-18 year olds*

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- *leading a team of youth workers and volunteers*
- *Monitoring and evaluating of youth work including measurable outcomes and outputs*
- *detached work, planning and delivery*
- *planning and delivering workshops to young people on issues such as health, anti social behaviour, prejudices, drugs, crime etc.*
- *being responsible for large groups of young people and staff*
- *working with vulnerable young people who have been under the influence of alcohol, displayed aggressive behaviour towards staff or young people*
- *child protection, and following procedures for concerns for young people*
- *Multi agency working including referral processes for housing and education*
- *Managing a youth club or drop in environment*
- *Working in a voluntary organisation*
- *youth and community work experience is essential*
- *Recruiting, Supporting and motivating volunteers*
- *Cross cultural youth work*
- *identifying hidden harm in young people such as drug misuse, self harm etc.*

KNOWLEDGE

Knowledge of child protection according to NSPCC guidelines

Knowledge of legislation for Looked After Children

Knowledge of the Children's Act

Knowledge of good practice for youth and community work

Knowledge of health and safety procedures i.e. risk assessments

Knowledge of frazer-Gillick guidelines and child confidentiality

Knowledge of local youth organisations is desirable

PERSONAL ATTRIBUTES AND OTHER REQUIREMENTS

Applicant must be emotionally strong and secure as insecure young people can be very challenging to work with

Must like sports and working outdoors – detached training and delivery

Ability to change environments and raise morale, particularly for depressed youth

Willing to travel and occasionally work unsocial hours

Be a good team worker demonstrating loyalty and commitment to the organization and team members

Talents such as music and sport are desirable for youth drop ins and detached work

This is a three year post, it would be preferable to commit to the full three years with incremental pay rise.

Fun communicator and relaxed around young people

Great time management is essential

Background of this post:

Over the last five years we have used an asset based approach in order to develop three youth management boards (made up of young people aged 13-24) who feedback and guide our activities, advise us on the current trends of what young people will engage with locally and provide us with a young person's perspective on youth issues in Dunfermline and the

surrounding areas.

This has resulted in us providing free recording and media studios for young people, Virtual Reality programming and coding workshops, film making studios, youth cafes, life skills workshops, youth clubs, breakfast clubs, mentoring, exciting volunteer opportunities for young people, working with the NHS, Police and over 35 charities locally to produce short promo videos and films.

We run weekly DJ workshops for disabilities groups, have held big Friday events with hundreds of young people in attendance which has involved young people from start to finish with control of budgets and equipment.

We run weekly football projects and outreach to the local community with a Panna football cage. Over the last year we have developed a young leaders stream for older teens so that they can help volunteer in the junior youth clubs. All of these ideas are now in place because young people were at the helm and asked us to make it happen.

At our last youth board meeting we asked the young people to evaluate the organisation as a whole and feedback criticisms and praise as well as project a vision for the way forward. The overwhelming majority suggested that we have all the equipment and room we need and that we should continue doing what we are doing but create more space for under 16s as currently we operate 2 days a week for under 16s and 2 for over 16s. They would like to introduce a third day for under 16s youth and create more volunteering opportunities such as junior leaders and peer mentoring that 16- 18 year olds can get involved in on these three nights.



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