



JOB DESCRIPTION

Service:	<i>The Balsam Centre Community Venture</i>
Job Title:	Youth and Community Activities Worker
Reports To:	Children, Young People and Families Manager
Main Purpose of Post:	
<p>To assist in the planning and delivery of youth activities. To be involved in developing new ideas and initiatives to engage the interest of young people within the communities.</p> <p>Actively engage in face-to-face youth work with young people in a way that both meets the needs of young people and the community. Encourage Young people to develop personal and social skills.</p> <p>To identify the needs and interests of young people and contribute to appropriate programmes and activities to meet these outcomes.</p>	
Main Responsibilities and Duties:	
<ul style="list-style-type: none"> • To establish positive and constructive relationships with young people, staff, volunteers and the wider community. • To support the planning, delivery and evaluation of activities that meet the interests and needs of young people, encouraging and supporting them to take a full and active part in the processes involved. • To build relationships of respect and trust with young people and work with them in ways that are educative, empowering, participative, fun and reflect equality of opportunity and diversity. • To keep and maintain necessary records and monitor and evaluate activities. • To establish supportive and effective working relationships with other staff and work as an effective team member. • To assist youth work delivery in a group setting. • To assist in the monitoring, evaluation and impact reporting of projects and activities. • To contribute to The Balsam Centre's vision, mission and values. • Report any safeguarding concerns following The Balsam Centre's safeguarding policy and procedures. 	

The Youth & Community Activities Worker will:

- Participate in regular supervision and attend staff meetings.
- To ensure the confidentiality of all information received and shared.
- Undertake additional activities outside of contractual working hours when required.
- Offer a supportive role to volunteers who are assisting in the work you deliver.
- Attend training courses when identified and keep up to date with your CPD.
- Be flexible to support activities in the wider centre.
- To undertake other duties and responsibilities from time-to-time in agreement with the manager or Board of Trustees

Decision Making:

Decisions will be in liaison with the senior leadership team and trustees of The Balsam Centre.

Physical Effort and Working Conditions:

- It is an active role, taking part in practical activities and the lifting and carrying of equipment.
- We work both inside and outside, therefore appropriate clothing is required for all weathers.

Contacts and Relationships:

- It is an essential element of the job to build and maintain a range of close contacts and relationships with children, young people and families and other professional staff.
- Professional boundaries must be adhered to, including the use of social media.

Additional Information:

- The post holder will be required to complete a full DBS check. This post is exempt from the Rehabilitation of Offenders Acts.
- The post holder must hold a valid driving licence.

Knowledge, Skills and Experience:**Essential**

- Substantial experience of working with young people.
- Knowledge and understanding of the relevant Safeguarding policies and procedures with an awareness of and a commitment to child safeguarding responsibilities.

Desirable

- Level 2 qualification in Youth Work
- Working towards Youth Work Qualifications

Agreed that the Job Description is a fair and accurate statement of the requirements of the job:

Job Holder: Date:

Manager: Date:

DATA PROTECTION ACT 1998 / GENERAL DATA PROTECTION REGULATION 2018

All employees who are involved in the processing or handling of computer data have an obligation to comply with the terms of the Data Protection Act 1988 and the General Data Protection regulation 2018

To be the Information Asset owner for the following information assets:

- Personal details of Conkers Nursery attendees and their parents/carers
- Details and personal information held on the Nursery Information Management System and Tapestry system

Responsible for the following:

- To actively foster a culture that values and protects information.
- To assure against inappropriate access to this information.
- To be aware of what information is held, who has access to this information and why.
- To understand the risks associated with loss of confidentiality, integrity or availability of this information.
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To be aware of the process for reporting any incidents or concerns regarding access to or storage of this information

