



Young Bristol
Works for young people

Mobile Youth Provision Lead Youth Worker

Job Pack

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About Us

Young Bristol is a youth-driven charity that works to offer a choice of opportunities and experiences for all young people. By working in partnership with a wide-range of community-based centres, and directly with young people through our programme of activities, we respond creatively to their needs and realise their capabilities.

Today we are recognised as one of Bristol's leading providers of community based youth services, through our community youth club network based in some of Bristol's most challenging communities, and a valued provider of outdoor activities, creative arts, instructor training and informal educational programmes for young people during their critical non-school hours. We provide positive activities and safe places where young people can build confidence, skills, self-esteem whilst having fun and improving their pathway to employment.

We are committed to and recognised for significantly contributing to the healthy development of young people – especially those who need us most.

With families and others in the community and beyond, we help young people grow to be confident, healthy, responsible, resilient and successful in life.

Founded in 1928, Young Bristol is a youth charity that enables young people 8 – 24 years of age to achieve great futures as productive, caring, responsible members of society.

Our Work is Driven by Five Key Values;



"We Believe That Every Young Person Has the Right To Discover What They're Capable Of!"



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Post Details

Background

You will be responsible and accountable for the day to day operation of the Young Bristol Mobile Provision through providing a wide range of high-quality community based mobile youth services. Through this strategic approach, in collaboration with the wider YB team, you will lead on individual programme design, delivery, impact measurement and evaluation. In keeping with our community ethos, you are to work with local communities in identifying long term youth provision need and solutions where appropriate to further impact the lives of young people.

Job Description

NOTE: The below only contains the principal accountabilities relating to this post and does not describe in detail all the duties required to carry them out.

MAIN PURPOSE OF JOB:

- Through regular attendance of the Mobile Youth Provision in identified communities, work closely with young people, residents and other Agencies in those communities to formulate an appropriate programme of delivery.
- To attend any relevant meetings, Networking or Partnership events as well as follow up on any enquiries to help promote the aims and aspirations of the provision.
- Ensure through local democracy the voice of young people is heard and where possible, acted upon in relation to programme delivery. Through formal and informal evaluation and internal and external monitoring ensure a consistency of youth work delivery across the varied Communities and/or settings.
- In conjunction with the YB Marketing, Communications and Programmes Administrator develop effective promotional material and communication with young people and the wider Community around aims and objectives, service provision and impact. This will include regular updates through appropriate use of YB social media.
- As part of this role, you will be responsible for the supervision and development of fellow YB Team member(s), including volunteers. You will have the operational responsibility on a day to day delivery basis, which includes being the lead Safeguarding and Child Protection worker as well as being overall responsible for the pastoral care and safety of the young people whilst they are participating in YB Mobile Provision sessions.



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MAIN PURPOSE OF JOB (Cont):

- Through the Mobile Provision and in collaboration with other Young Bristol staff help co-ordinate and promote the various training and activity programmes provided via Young Bristol and any other appropriate Agencies to young people.
- To manage and ensure all required performance data is captured and input onto the VIEWS Management Information System (MIS) to both satisfy funder(s) requirements and support evidencing the impact our work is having on children, young people and the wider community.
- Recruit, coordinate, support and develop a network of volunteers who will help to deliver the YB Mobile Youth Provision in local communities.
- Provide written and/or verbal updates and reports as required by funding Agencies and/or the Management team ensuring agreed outcomes are delivered and monitoring and evaluations are completed. This also includes attending any Young Bristol training, team meetings and on occasions, when necessary, Young Bristol Trustee Board or Funder(s) meetings or events.
- Take responsibility for updating and ongoing review of all aspects concerning YB Mobile Youth Provision Health & Safety, Risk Assessments, vehicle and equipment safety & maintenance checks.
- Take responsibility for ensuring the YB Mobile Youth Provision achieves the UK Youth Ambition Quality Assurance at bronze level for the delivery of its work, then implementing plans to reach the subsequent levels thereafter.. This includes collating and submitting a robust portfolio of evidence that meets the relevant independent inspection requirements.
- Undertake any other duties as are commensurate with the post or will be of benefit to Young Bristol and its various programmes and/or its network of community youth clubs



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The Principles

Young Bristol is committed to these principles, which must be central to the work of all staff and projects.

- Ensuring that Equal Opportunities, inclusivity and diversity are central to the operation both in terms of service delivery and employment practice. All staff must comply with the HR Policies of Young Bristol and be prepared to counter discrimination however and wherever it may occur.
- Work in partnership with both voluntary and statutory organisations and other agencies.
- The empowerment of young people, which enables them to participate in decision-making and the design of services.

Person specification

The person suited to this new post will demonstrate that they:

- Have a good understanding of the aims and principles of youth work by holding a minimum of level 3 Youth Work qualification (or equivalent) and a minimum of two years' experience of working with young people in a youth work (or related setting).
- Have a flexible approach to work as evening and weekend work will be involved.
- Is self-motivated, has a positive attitude, is a good communicator and has good planning and organising skills. The person must also be a good motivator of others.
- Holds a full, current driving licence with a minimum of Category B and a means of transport to commute efficiently and effectively between a number of different locations. (License must have been held for a minimum of two years). A current MIDAS certificate or a willingness to undergo MIDAS training would be an advantage.
- Confident to be able to drive a large vehicle (The Mobile Provision), with training and support.
- Is approachable, friendly and trustworthy.
- Willing to work as part of a team but is also a self-starter with a "can do" attitude.
- Has a genuine desire to develop themselves and others and wishes to expand their experience of working with young people and the wider community.
- Has experience of submitting successful funding applications to support delivery.
- Can think creatively and form strong Partnerships and Networks that together generate income streams.



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	Educational Qualification	Essential	Desirable
1.	GCSE grade A – C English & Maths *	X	
2.	Level 3 Youth/Community work qualification*	X	
	*or equivalent e.g. teaching Certificate		
	Career experience	Essential	Desirable
1.	Working in a community and/or youth club setting.	X	
2.	People Management	X	
3.	Undertaking monitoring, evaluation & report writing	X	
4.	Quality Assurance Scheme & Performance Management		X
5.	Experience of establishing a range of Partnerships within various sectors.	X	
6.	Recruiting & supporting volunteers	X	
7.	Managing cash & operating budgets		X
8.	Working directly with varied groups of young people & community organisations	X	
9.	Experience of producing publicity and/or marketing material and use of social media.		X
10.	Advocate for the involvement of young people in all aspects of service delivery.	X	
11.	A good understanding of Safeguarding & Child Protection legislation and reporting procedures.	X	
	Knowledge, Experience & Skills	Essential	Desirable
1.	Knowledge of issues affecting young people and communities	X	
2.	Experience of implementing new programmes/systems to improve consistency of performance.	X	
3.	Understanding the importance of recording and evidencing the impact of the work YB does.	X	
4.	A self-starter, with a “can do” attitude who can work unsupervised and motivate others.	X	
5.	Flexible approach to work and a real team player, who is adaptable to varied working environments.	X	
6.	Ability to work to deadlines with strong organisational skills	X	
7.	Passionate about improving and sustaining services for young people with a proven track record of fundraising and securing of financial contracts.	X	
8.	Strong networking skills and ability to create and foster good working relationships with a wide variety of people/organisations.	X	
9.	Strong IT skills including Excel, Word & Publisher		X
10.	Excellent communication and customer service skills.	X	
11.	A comprehensive understanding of H&S with an experience of administering Risk Assessments.	X	
12.	Experience of supervising and developing fellow Team members.		X
13.	A full and clean driving license	X	



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The Package

Salary:	£20,000.00 - £22,000.00 PA depending on experience.
Pension:	A staff contributory pension scheme is available under this offer.
Start Date:	Immediate.
Term:	Permanent
Holidays:	35 days per annum, inclusive of all public holidays
Probation:	This post is subject to a three month probationary period
Training:	In house training will be provided in addition to project specific training which you may be required to undertake. We are committed to the development of our staff therefore any training commensurate to your role we are happy to explore
Line Manager:	Programmes & Outdoor Activities Manager
Vetting:	This post is subject to a Disclosure and Barring Service (DBS) Enhanced Check. Young Bristol takes the safety and safeguarding of young people extremely seriously. As part of this role Young Bristol will fund your training in First Aid, Child Protection and Safeguarding
Expenses:	Work related expenses will be reimbursed, subject to receipts being produced, along with work related mileage in line with Young Bristol agreed payment rates.
Location:	Young Bristol, The Station, Silver St, Bristol, BS1 2AG please note this role will involve a significant amount of work in local communities at various locations across Bristol and beyond. On occasions may involve working from home or other Young Bristol sites. There is no relocation package as part of this role.
Working hours:	37.5 hours per week, on a flexible basis which will include evening, school holidays and some weekend work by arrangement.



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Recruitment

Applications will only be accepted on the correct application form, available at <http://www.youngbristol.com>, by request from hr@youngbristol.com, or by calling 0117 929 2513. Please do not hesitate to ask any questions!

To apply for this position, please send your application to us by email on hr@youngbristol.com or via post marked Private & Confidential to:

FAO - Recruitment
Young Bristol
The Station
Silver St
Bristol
BS1 2AG

We will confirm receipt of your application within 2 working days.

The closing date for applications is midnight on the **22nd September 2019**, with interviews to take place on the **25th September 2019**.

Please note that CVs will not be accepted as part of this process and if included they will be disregarded.