



Background

Young Bristol supports a number of Community Youth Clubs across the City and is seeking to recruit a Part-Time Sessional Senior Youth Staff member to further support and develop this provision.

All post will be subject to satisfactory references, completion of an Enhanced Disclosure Barring Service (DBS) and attendance at accredited Child Protection and Safeguarding training.

Below is a generic job description setting out the key tasks. These may vary slightly from Club to Club and dependent on the role.

JOB SPECIFICATION

JOB TITLE

Senior Youth Staff Part-Time

RATE OF PAY PER SESSION

In line with role, experience and qualifications post holder can earn between £10.76 and 12.36 per hour.

NOTE: Each session is normally three hours in duration, which includes a period of compulsory pre and post written review.

JOB PURPOSE

Under the direction of the Youth Club Leader, promote appropriate programs which will encourage the personal, social and informal educational development of the members who attend the Club.

JOB LOCATION

Ashton Vale Club for Young People, Silbury Road, Bristol, BS3 2QE. There may be requirement as the charity needs to work at other locations with prior notice

DUTIES & RESPONSIBILITIES

1. Acting as the Senior Youth Staff, run Club evening(s) and occasional weekends by planning and organising an appropriate and relevant Club programme that is member led.
2. Ensure Membership forms are up to date, and correctly completed and nightly registers are taken recording young people attending sessions.
3. To promote and encourage member participation, decision making and responsibility amongst the membership.



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4. To develop understanding of key needs and priorities of members and form appropriate professional relationships with members.
5. To deliver support, advice and guidance using best practice in such areas as sexual health, drugs/alcohol, C- card, Health and Well-Being etc.
6. To attend staff meetings and training sessions as deemed necessary by the Management Committee.
7. To take positive steps to counter discrimination, however and wherever it occurs.
8. With the support of sessional youth workers, administer all monies raised and disbursed by the Club in accordance with the Clubs policies and procedures and to undertake any administration as is necessary for the smooth operation of the Club and/or programme.
9. Organise, coordinate and supervise any fundraising activities of the Club.
10. Lead the Club with working towards acquiring Quality Assurance Accreditation.
11. To carry out such other duties as may be requested by the Club Leader or Community Club Development Lead.

QUALIFICATIONS & EXPERIENCE

Applicants should ideally already hold either a national qualification in Youth Work or be prepared to study towards achieving an NVQ in Youth Work through part-time study. However, experience and a passion for working with young people are as important in the first instance.

SUPPORT RECEIVED

Support will be received from the Club Leader and Community Club Development Lead.

ESSENTIAL SKILLS AND ABILITIES:

- Able to provide members with enjoyable, stimulating and challenging experiences.
- Able to provide members with appropriate information, advice, support and challenge and refer them to specialist help when required.
- Able to establish and maintain positive, professional relationships with members, including agreeing limits of acceptable behaviour.
- Ability to use a variety of approaches to engage members and ensure their voice is heard and where appropriate and possible acted upon.
- Commitment to equalities and anti-discriminatory working practice.
- Prepared to work evening and occasional weekends.

TERMS AND CONDITIONS:

- The evening youth work session(s), which are normally a minimum of 3 hours in duration, will be worked from a community youth club setting.



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- The post holder will adhere to all Club/YB work Policies and Procedures.
- The post is subject to an Enhanced Disclosure and Barring Service (DBS) check and two satisfactory personal references.
- Probationary period of 3 months during which time the post holder must attend induction training in Child Protection and Safeguarding provided through Bristol Safeguarding Children Board. NOTE:- Club/YB will pay for this training, together with the individuals DBS check.