



THE FOUNDATION FOR ACTIVE  
COMMUNITY ENGAGEMENT

## Foundation for Active Community Engagement (FACE)

Based at: St Andrews MYC, Elm Park, Filton, Bristol BS34 7PS

<b>Post Description</b>	<b>Youth Development Worker</b>
<b>Employer</b>	Foundation for Active Community Engagement (FACE)
<b>Managed by</b>	Charity Director
<b>Hours</b>	16 hours p/week to include Tuesday & Wednesday evenings, and occasional Fridays
<b>Salary</b>	£15.10p.h.
<b>Purpose of the job</b>	To manage and deliver 2 evening youth clubs at sites in Kingswood and Little Stoke. To oversee and manage delivery of 2 further youth club evenings in Filton. To supervise youth work staff and build skills across the youth work team. To build community links to support and encourage young people to participate in activities that will assist in their social education and improve the community. To fundraise for youth work projects across the sites.
<b>Funding</b>	This post is currently funded through grants from Filton Town Council and the South Glos. Youth Work Partnership, funded by South Gloucestershire Council until March 2022. It is expected this post will continue until at least then, but is dependent on continued funding of this work. Part of the role will be focused on targeted fundraising to support the continuance of this work. The hours may increase if funding allows in future.

### Main duties and responsibilities

1. To lead team planning and delivery of the provision of a full and balanced social education curriculum which meets the needs of the young people in the area of interest, combining 'fun' leisure activities with 'informative' issue-based activities. The programme should cater for different learning styles and abilities and ensure young people are supported to reach their full potential, adapting resources and teaching styles as appropriate; *This will involve leading planning meetings, researching / designing activities, gathering resources, and supporting other workers to develop activities; ensuring activities are fully accessible.*
2. To encourage and enable young people to participate fully in the programme provided, including in the planning and decision-making processes; *This will involve consulting with young people and offering a range of accessible activities that excite and engage them.*
3. To build appropriate trusting relationships with young people to enable them to talk openly about their hopes, ambitions, feelings, and concerns, in order to help them to reflect and improve their own lives. To ensure young people are listened to and respected and are referred on to other agencies as appropriate; *This will include providing un-biased information, advice and guidance to help young people make informed choices. This will include following FACE's Information Sharing and Safeguarding procedures. This will include understanding referral processes and accessing other agencies.*
4. To take positive steps to counter discrimination however and whenever it occurs; to observe equalities legislation, and to operate within Safe From Harm guidelines; *This will involve taking a lead on challenging behaviour and attitudes sensitively, ensuring that everyone follows FACE's rules and policies, as well as helping to form and develop future policies and procedures. This may also include whistle-blowing if colleague's practice is witnessed which goes against the policies and ethos of FACE.*
5. To provide supervision and guidance to assistant support workers and volunteers. To be involved in recruitment processes for new staff and volunteers as needed; *This will include supporting interviews and recruitment processes, ensuring staffing ratios and safe working*

*conditions are upheld, arranging regular management supervision with all staff working on youth club nights, reporting any concerns/issues to the Charity Director, and reporting quarterly on staff development targets.*

6. To facilitate and motivate the staff team to set up and clear away activities, complete registers and review sheets. To participate in staff team (and individual) training, supervision, and development activities as required, in order to develop the work of FACE and the post holder's skills and abilities; *This will include being fully involved in all aspects of sessions, facilitating the staff team in setting up/clearing up, evaluating and reflecting on the work, and completing supervision and training as required.*
7. To provide young people with opportunities for accreditation through such awards as ASDAN and Duke of Edinburgh's awards. To monitor young people's outcomes and report on progress towards these; *This will involve monitoring outcomes based on the FACE Outcomes Model and completing quarterly monitoring information relating to these; promoting accreditation schemes to young people and ensuring relevant paperwork is completed and filed / sent off appropriately in order for young people to gain awards.*
8. To complete administrative tasks as required, including nightly registers and review sheets, quarterly reports, letters, emails, minutes of meetings, and other tasks as required to ensure the smooth running of the youth work sessions. To complete tasks as required to fulfil the contract requirements of funders; *This will include liaison with the Administrative Assistant and Charity Director, keeping workspaces and electronic equipment tidy and maintained, completing reports, inputting data, and keeping administrative monitoring up to date.*
9. To actively support fundraising for youth work across the sites, with agreed annual targets for fundraising to be met. To facilitate and promote both staff and young people's involvement in fundraising for FACE; *This will include completing funding applications, engaging others in fundraising and reporting on targets. This will include supporting weekend activities such as Christmas Fayre, local festivals, and other fundraising activities.*
10. To encourage support for the work of FACE by fostering good relationships with the parents, neighbours, landlords, other youth projects, and related agencies. To attend community meetings to advocate and represent FACE and ensure young people's views and voices are included in local community action plans. To take an active role in youth work partnership meetings and ensure FACE is seen as an active partner working with others to meet aims. To build links with schools, police, youth centres, and other organisations; *This will include good communication with parents and community, attending meetings, reporting back and updating staff across FACE to ensure all are kept abreast of community plans. To promote FACE's activities to young people, schools, and local organisations and publicise the good work of FACE in the community. This will involve participating in occasional evening trips, joint youth work events, and a minimum of 2 weekend activities during the year; including local festivals, FACE's Open Day, AGM and other activities. This will involve promoting and upholding the core values of FACE throughout all communications with others.*
11. To ensure the good Health & Safety of all premises and good Well-being of all staff and users is maintained; *This will include following Health & Safety & Child protection procedures, acting as Fire Marshal and First Aider, liaising with the Charity Director and Trustee Board on a regular basis and reporting any concerns or issues.*
12. To develop and maintain personal and professional skills and capability through on-going training; *This will include maintaining training and development in First Aid, Midas, Fire Safety, Food Hygiene, drugs/alcohol awareness, Relationships & Sex Education and other issue-based areas of work.*

## **Person Specification**

### **Qualifications:**

A Level 4+ youth work qualification is essential for this post. *(A trainee post, already enrolled on training, may be considered dependent on experience)*

A willingness to learn and commitment to professional and personal development is essential.

A First Aid qualification is essential (or a willingness to undertake the training).

A Midas minibus assessment is desirable, as is a food hygiene certificate. (Or a willingness to undertake the training).

You must be willing to undertake at least one work-based training course each year, as well as 2 annual full team training days.

**Skills:**

You must be able to communicate easily with young people between the ages of 9 and 19 years. Some of our young people have learning or social disabilities and/or behavioural difficulties therefore any experience in this field would be advantageous.

A range of experience working with young people is essential.

Your communication style must allow you to control both group and one-to-one situations with young people, whilst ensuring that your interaction with them enables them to learn across the social education curriculum and practise their social skills.

You should be observant and able to easily adapt to changes around you.

Good leadership qualities are essential, both in regards the leadership of young people and colleagues.

Experience of fundraising is desirable.

Awareness of Health & Safety, Safeguarding, Data Protection, Information Sharing, and Accreditation schemes are essential.

Activity skills are desirable (sports, arts, music, media, etc).

You will be required to travel around the community and wider afield, so a driving licence or access to appropriate means of transport is essential.

**Personality:**

Young people can be unpredictable and demonstrate lively, challenging, or emotional behaviours so you should have an ability to work within this environment in a safe and calm manner.

You must be self-motivated, honest and reliable.

You should be compassionate and patient, with a good sense of what is fair.

You should be aware of your own values and how these affect your judgements.

An ability to promote the learning of information and social skills through fun and 'safe' activities is essential, as is the ability to act as a 'listening ear' to the problems of some young people and offer unbiased advice so that they may make their own informed decisions.

You should be encouraging and motivating to others, and a fair and trusted enabler of action. Your practice should inspire others.