

**JOB TITLE:** Community Youth Worker

**SALARY AND TERMS AND CONDITIONS:**

Hours: 3 days per week (including 1 evening)

Salary scale: £20,000 to £24,000 pro rata for 22.5hrs per week

Holiday: 5 weeks holiday (pro-rata) plus bank holidays

**LINE MANAGER:** TBC

**THE ROLE**

This is an exciting and innovative role for a highly motivated youth worker to join our established and evolving charity. This role provides an opportunity to deliver excellent face-to-face youth work, as well as develop key professional relationships across school and community that benefit young people.

**OVERALL JOB PURPOSE**

As a Community Youth Worker you will be part of both the Schools Work and Communities teams, accountable for the work in one school and one community area, ensuring that these provisions serve the needs of local vulnerable young people. You will work to the Leads in these areas.

This role requires face-to-face youth work delivery across a variety of projects, in school and the community, currently estimated to be a ratio of about 2:1 days per week, including one evening.

**Schools Work**

Based in one school, you will be the key youth worker and expected to work as part of the school's pastoral team, while representing Matrix.

You will be expected to:

- Build positive relationships with all young people referred to you
- Listen to, analyse and respond to the physical, intellectual, emotional, social and spiritual needs of all young people you work with, through:
  1. Providing support and guidance for individuals within your specialism as a youth worker
  2. Signposting young people to, and advocating for them with, relevant personnel or organisations when the issue is outside your specialism
  3. Teaching young people how to access services and look after themselves, thereby fostering their independence
  4. Referring any safeguarding concerns to the relevant party in accordance with the school's safeguarding procedures and policy
  5. Organising, planning and working with small groups on issues that arise, targeted workshops, assemblies or PSHE lessons in liaison with the school, and safe spaces for young people to socialise at school eg; Lunchtime Drop In, After School Cafe
- Manage, monitor and evaluate caseloads
- Build good working relationships and work in close liaison with school pastoral staff

- Develop good working relationships with CAMhs (or equivalent) and other relevant local services, identifying key contacts to build with
- Take responsibility for keeping up to date with local referral services, relevant issues for young people locally and nationally and with basic information and advice available outside your specialism through reading, news, networking, attending staff CPD (school and Matrix)

### **Community Work**

As a face-to face youth worker you will be expected to:

- Create a fun, welcoming and secure environment at each project
- Provide activities for young people that inspire and empower them
- Develop nurturing relationships with young people in your projects
- Encourage young people to take part in the activities provided
- Ensure that you work to the Youth Work Standards
- Ensure appropriate behaviour is maintained to create a safe environment for all
- Pro-actively analyse and respond to the physical, intellectual, emotional and spiritual needs of all young people you work with, providing opportunities for them to develop in these areas
- Monitor, evaluate and record the development of young people who attend your projects
- Provide basic information and sign-posting for areas outside your specialism
- Liaise with the DSL on any arising issues or concerns

As a Project Lead you will be expected to:

- Take responsibility for the effective delivery and outcomes of your youth club, including, but not limited to: coordinating staff and volunteers, managing programs, equipment and ensuring policies and procedures are followed
- Recruit, train and supervise and support project delivery team (paid and volunteer) to enable the projects to run effectively
- Hold regular team meetings with project teams for debrief, planning and training
- Ensure that your team work to the Youth Work Standards
- Create and be accountable to an annual Action Plan for each project, in liaison with the SLT
- Gain feedback from young people to improve projects and empower them to make a difference in the project and their community
- Follow the Matrix model to enable young people to grow
- Ensure that all attendees feel part of Matrix and the projects they attend
- Be responsible for the budget management of each project

### **General**

Matrix is a small, established, but fast evolving and growing charity. There is an expectation on all staff to be pro-active and a team player, supporting others in their busier seasons and

All staff are expected to:

- Be a pro-active member of the Matrix team and get involved in projects which benefit the mission of the Matrix Trust, e.g.: fundraising activities or prayer spaces
- Take part in Ready 4 Action (annual cross-church social action project)
- Work across agencies and Matrix teams
- Cover for team members during periods of sickness or leave, when required

Due to the nature of the work you may be expected to work some evenings and occasional weekends. All hours will be based at the Matrix office, unless delivering youth work or previously agreed. Any specific changes to your working week will be cleared through your Matrix line manager.

## **PERSONAL SPECIFICATION**

### ESSENTIAL

- A proven track record of at least 2 years youth work experience in a schools / community context
- Strong interpersonal and communication skills
- Able to relate easily to young people from a variety of backgrounds and develop positive relationships that enable change in their lives, setting appropriate boundaries
- An understanding of the issues young people face today
- Experience of delivering youth clubs or other youth provision
- Highly motivated and enjoy taking initiative
- Enjoy working in a flexible, growing, energetic team
- Some experience in managing volunteers and able to mobilise and motivate them
- Agree with and able to support and work within the Christian ethos (this job has been has a "genuine occupational requirement" (GOR) for the post to be filled by a Christian)
- Able to work within the values of the Matrix, including taking a 'can do' approach to your work
- Able to use your own initiative on your own or as a part of a team
- Able to move quickly between multiple work locations within and around Guildford
- Competent IT and administrative skills
- Confident to plan and undertake assemblies
- Confident in developing relationships with external partners, and liaising with staff and volunteers
- Experience of leading workshops and / or groups sessions with young people

### DESIRABLE

- A relevant Professional qualification in youth work or equivalent specialism
- Experience in working across schools and the community
- Knowledge of Guildford Borough and its young people and issues
- Not afraid to make (and own up to) your mistakes and have fun in delivering projects with young people