



## **JOB DESCRIPTION**

**JOB TITLE:** Senior Youth Worker

**SALARY AND TERMS AND CONDITIONS:**

Hours: Full-time, 37.5 hours per week, across 5 days, working some evenings.

Salary scale: £24,000 - £26,000 p.a.

Holiday: 25 days holiday p.a., plus bank holidays

**LINE MANAGER:** CEO

### **THE ROLE**

This is an exciting and innovative role for a highly motivated and experienced youth worker to join our established and evolving charity. This role provides an opportunity to model excellent face-to-face youth work, as well as develop and run transformational youth projects and recruit and train a team to work with and for young people across the communities of Guildford Borough.

### **OVERALL JOB PURPOSE**

As a Senior Youth Worker you will be part of the Senior Management Team, taking responsibility for the development and management of community activities in key areas, ensuring that they serve the needs of local vulnerable young people.

### **KEY RESPONSIBILITIES**

#### **Project Delivery and Management**

This role requires face-to-face youth work delivery across a variety of projects, in both school and the community, currently estimated to be about 2.5-3 days per week, including some evenings. As a Senior Youth Worker you will be the Lead at much of this provision.

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 each project including, but not limited to: coordinating staff and volunteers, managing programs, equipment and ensuring policies and procedures are followed
- Recruit, train, supervise and support the project delivery team (paid and volunteers) to enable the projects to run effectively
- Line manage key project staff
- 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
- 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
- Provide / arrange cover when staff are absent

*Current projects include: Youth Clubs, after-school activities and holiday clubs across 3 sites.*

### **Community Provision Development**

Matrix works in 3 key areas across the town of Guildford that you will be required to engage in. This role requires the ability to innovate and trial new ideas in response to defined needs of the young people in each area. To enable Matrix to continue to evolve and grow, you would be expected to:

- Carry out research to ascertain the needs of young people in the area
- Innovate new or improve existing provision to fill identified gaps or needs, including designing, planning and promotion (within a specified budget)
- Assist in writing funding applications to ensure the continuity and / or trial of Matrix community provision
- Take part in relevant networking events (such as meeting with the community safety wardens, local schools, churches, Police and PCSO's)
- Work collaboratively with key stakeholders, organisations and agencies to developing effective youth work in your key areas
- Periodically promote the work of Matrix through speaking engagements, assemblies and / or church visits
- Work in an organised manner following procedures and structures where they exist and establishing new ones where needed
- Work in local primary and secondary schools to bridge the link between school and the community, including social and some 1:1 provision, as well as supporting the schools team for transition
- Develop opportunities for young people to engage positively in and with their communities in conjunction with the Social Action Project Manager
- Lead and deliver annual residential camp

### **Senior Management Team**

This role carries a level of responsibility and you will be expected to:

- Meet monthly as part of the Senior Management Team, engaging in decision-making

and innovation, in particular in the areas of: strategic planning, operations, human resources and impact measurement

- Work with the CEO to progress Matrix youth work methodology and theory of change, disseminate this to the team and monitor its impact
- Provide impact reports to the SMT and Board as required
- Write reports for grant funding for community projects
- Help shape and promote the culture of Matrix throughout the whole Matrix Family and youth provision
- Ensure policies are in place and updated for community youth work

## **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.

## **PERSON SPECIFICATION**

### **ESSENTIAL**

- A proven track record of at least 2 years youth work experience in a 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
- Project management expertise
- Experience of managing / delivering youth clubs or other youth provision
- Highly motivated and enjoy taking initiative
- Enjoy working in a flexible, growing, energetic team
- Experienced in managing teams (including 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 or other speaking engagements
- Can demonstrate your ability to bring ideas to the table and put them into action
- Proven ability to work within a given structure, or create new ones as required

- Able to develop professional relationships with senior figures in schools, councils and other local organisations

**DESIRABLE**

- A relevant Professional qualification in youth work or equivalent specialism
- Track record in project initiation and development
- Experience of conducting basic research with young people
- 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