

A photograph of two young boys sitting at a table. The boy on the left is wearing a black and white hoodie, and the boy on the right is wearing a blue hoodie with green and black wings. They are both smiling and holding a small yellow gecko together. In the background, there is a wooden door and a framed picture of a church.

WE'RE HIRING...

# YOUTH WORK INTERN

**We're offering a 12 month part-time paid  
internship from September 2019.**

If you love working with young people and want to gain some  
experience while developing your skills  
in a local Christian Charity, then we'd love to hear from you

[WWW.MATRIXTRUST.COM/VACANCIES](http://WWW.MATRIXTRUST.COM/VACANCIES)

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Matrix | Allen House Pavilion. Guildford, Surrey | 01483 574900



Dear Applicant,

Thanks for your interest in joining the Matrix Family.

### **Why Matrix?**

We're a fun team who work hard to achieve the aim of catalysing change for young people across Guildford Borough. We're passionate about building long-term relationships and providing activities within schools and the community that nurture, inspire, connect and empower young people, helping them make the most of their lives.

Right now we are investing into new projects as well as developing our more established ones and we're looking to grow a team who are keen to invest for the long-term, willing to put in the energy needed to make a tangible difference.

### **Why Guildford?**

Don't be put off, thinking there are no needs amongst young people in Guildford, it's not what it seems on the surface. The needs of young people here are very real, amongst those who have, and those who don't – from mental health issues, to social isolation and from a lack of opportunities to poor life skills, for young people in Guildford life can be tough.

This year we have worked with over 300 unique young people on a regular basis, providing in-depth support for needs ranging from mental health to social and emotional development, and have impacted more than 1000 other young people across a range of activities and provision. Take a look at our latest newsletter to read some of our young people's stories!

### **Where does this role fit?**

This is a new role at Matrix, created because we want to invest in the next generation of youth workers, and to help facilitate the exciting new and existing projects we do across Guildford. We'll give you a breadth of experience across the charity - both delivery and behind the scenes, so in 3 days a week you'll do face-to-face delivery as well as supporting various projects across the board. It's hard-work, but very rewarding and we'll also provide a whole host of support and training for you so you can make the most of your year with us. If you love working with young people, can handle a varied role and don't mind mucking in, this could be the role for you.

### **Come and join the adventure!**

Thanks again for taking time to look at our vacancies and I hope that you consider applying to become part of our growing team.

Kind regards,

A handwritten signature in black ink, appearing to read 'Misty'.

Misty, CEO



# YOUTH WORK INTERN

## OVERVIEW

We're excited to announce our internship programme from September 2019.

**Looking for something to do between school and Uni?  
Finished Uni and want to help young people in your local  
community?**

This is a chance to develop your youth work skills by delivering a variety of face-to-face youth work AND to gain experience in working in a local charity by supporting others in the team.

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[WWW.MATRIXTRUST.COM](http://WWW.MATRIXTRUST.COM)

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## **Role Description - Youth Work Intern**

12 months, part-time, paid

*This is an exciting role for a highly motivated individual to join our established and evolving charity. This role provides an opportunity for you to develop your youth work skills by delivering a variety of face-to-face youth work AND to gain experience in working in a local charity by supporting others in the team.*

### **What would I be doing?**

As a Youth Work Intern you would be an essential part of both the Schools and Communities teams, providing support to Lead Youth Workers. This will include face-to-face youth work delivery across a variety of projects, in school and the community, including 2 evenings.

Matrix work is focussed in key areas across Guildford Borough. You will be given the opportunity to work across Guildford in schools and the community, with a variety of partners and volunteers from local churches and organisations.

### **What do we expect from you?**

#### **Deliver Face-to- Face Youth Work:**

- Maintain a fun, welcoming and secure environment at each project
- Deliver 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
- Work towards the Youth Work Standards
- Help to maintain appropriate behaviour to create a safe environment for all
- Support the Lead Youth Worker with preparation, planning or delivery
- Liaise with the DSL on any arising issues or concerns

#### **Face-to-face Youth Work may include the following:**

##### **A) Schools Work**

Working as part of the School's team, you may be asked to: work one-to-one supporting young people relationally; play games and build connections with young people in lunchtime drop-ins; support or run group sessions or be part of a team during a workshop.

## **B) Community**

Working as part of the Community's team you may be asked to: work in a team delivering an evening Youth Hub; run activities in a Youth Hub; meet vulnerable young people one-to-one in a mentoring capacity; support the team to run holiday activities; plan and prepare activities or take part in sporting activities.

### **Engage in a variety of activities that develop your skills and support the team, including:**

- Networking with other community members, youth workers and organisations
- Visiting churches
- Fundraising events
- Administration that supports delivery

### **What are the expectations on all team members?**

All the team are practising Christians working from within the Christian ethos and praying together regularly as a team, expecting you to do the same.

Matrix is a small, established, but fast evolving and growing charity and there is therefore an expectation on all staff to be proactive and a fully-invested team player, supporting others in their busier seasons and the charity as a whole across the year.

### **We expect you to:**

- Fit in with our core values, to be: positive, relational, innovative, collaborative and fun
- Be committed to and passionate about the mission to catalyse change in young people's lives
- Be a pro-active member of the Matrix team and get involved in projects which benefit the mission of Matrix (e.g.: fundraising activities/events or prayer spaces)
- Take part in Ready 4 Action (annual cross-church social action project, first bank holiday weekend in May) and an annual residential
- Work across agencies and Matrix teams
- Cover for team members during periods of sickness or leave, as appropriate

Due to the nature of the work you will 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.

**Hours: 3 days per week (including 2 evenings) | Salary: £17,062 pro rata**

## **What's in it for you?**

### **We offer all our staff:**

- 5 weeks paid holiday, plus bank holidays and the office shuts between Christmas and New Year
- A personal mentor from a local church
- A training programme that develops your skillbase, including First Aid and Mental Health First Aid training and Youth Work
- Peer supervision
- Regular line management and supervision from a senior staff member
- Flexible working arrangements, where possible
- A nurturing and supportive team

### **As an Intern you will also receive:**

- A Youth Work Mentor helping you to develop your skills
- A Work Plan that ensures you gain experience in a wide variety of areas



## **Who are we looking for?**

### **ESSENTIAL**

- Passionate about working alongside young people
- Flexibility to work across a variety of projects
- Willingness to learn and able to take instruction
- 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
- High levels of motivation
- Enjoy working in a flexible, growing, energetic team
- 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 work
- Able to move quickly between multiple work locations within and around Guildford
- Organised, with good IT and administrative skills, eg: Microsoft Office and Google Drive

### **DESIRABLE**

- Some experience of working with young people
- 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



# WANT TO JOIN THE TEAM?

## HOW TO APPLY

To apply for this post, you need to do 3 things:

1. Complete the application form in the Application Pack
2. Create a one minute video telling us why you are passionate about youth work and upload it to <https://wetransfer.com/>
3. Email the form and the wetransfer link to [hr@matrixtrust.com](mailto:hr@matrixtrust.com)

**All applications must be in by 5pm Monday 15th July**

Interviews will take place week commencing 22nd July