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| **Kickstart Scheme jobs template** |

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| **Kickstart Scheme Application ID** | **KS3944376C** |
| **Job reference** | Impactful Governance (Gateway) |
| **Job vacancy title** | Youth Support Worker |
| **Company name** | Swan Youth Project |
| **Company postcode** | HP4 3HH |

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| **Hours per week** | **25** |
| **Working pattern** | 25 hours p/w. Monday to Friday  (some weekend work is required) |
| **Hourly rate of pay** | NMW |

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| **Job summary** |
| **Main Responsibilities:**   * To ensure the consistent implementation of relevant safeguarding policies to protect young people * To ensure that set up and delivery of group work is consistent with the plan of work for each session and that the aims, purpose and objectives are adhered to. This will involve some delivery of targeted outreach work to engage with young people who are not accessing the centre and may be involved in high-risk behaviours. * To support young people especially post Covid-19 with their mental health * To promote independence and resilience to young people and support them to develop knowledge and make informed decisions. This will require signposting young people to appropriate support services and staying up to date with changes to service provision * To work alongside the SWAN’s youth worker team to facilitate workshops within community settings, including working with schools, community groups and police * To keep accurate records of attendance and any identified issues, so that proactive measures can be taken to support young people * To participate in the FareShare Programme (food donation scheme) and support collection, storage, distribution and preparation of food items * To develop learning opportunities and share practice   In addition travel during the working day may be needed to visit locations where activities take place and for meetings with other agencies. There may be overnight absence from home, which could involve residential activities and exchanges or group visits within the UK. |
| **Essential skills, experience and qualifications** |
| * **AWARENESS OF NEEDS:** A strong commitment to young people and an understanding of the factors affecting their lives. You will need experience planning and delivering activities, projects and individual interventions on issues relating to young people’s health and wellbeing. You will be able to empower young people to play an active role in the centre’s activities to meet their needs * **UNDERSTANDING BOUNDARIES OF SAFEGUARDING AND CONFIDENTIALITY**: The ability to provide reliable support to young people and act with integrity in times of stress. This will involve the ability to treat young people's concerns with respect and sensitivity, whilst being aware of the limits that are required by confidentiality and the boundaries that govern the youth/youth worker relationship * **COMMUNICATION SKILLS:** Excellent communication skills that allow young people to see that you have patience, tolerance and flexibility and can develop positive relationships. You will be able to keep accurate records as per policy requirements through the use of a variety of IT packages * **RESILIENCE:** The ability to deal with difficult situations under challenging circumstances, whether it is working with young people or being able to manage a variety of tasks within a limited timescale * **COMMITMENT:** Demonstrate that you are punctual and a reliable team member, able to provide consistent youth provision. You will be committed to ensuring personal continuous development through the attendance of relevant training courses and meetings as required. * **SHOW INITIATIVE AND TEAMWORK:** The ability and willingness to try new things to help broaden the experiences of young people. You will be proactive in providing a variety of positive and diverse experiences for young people. You will also have proven experience of working as part of a team, as well as using your own initiative to deliver a structured programme of activities |

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| **Employability support** |
| **Month one of appointment:** Work preparation for *this* role  Week 1 – session 1 Work Readiness Welcome to your new role   * Working in different sectors * Organisation types * Achievement   Week 1 – session 2 Structures of organisations Expectations of the role   * What employers need. * Structures and reporting * Leadership models * Research on how we work * Team work and individual roles   Week 2 – session 3 Applying yourself The wider community and your role in it   * Emotional rewards or work * Team roles * Empathy in the workplace * Interview skills * Behaviours   Week 2 – session 4 Communications Communication & Action Planning   * Conversation cycle * Learning styles * Voicing concerns the right way * Inclusive practices * Active listening * Action Plan   **Month five of appointment:** Preparation for the *next* job (Job readiness)  Session 5 & Session 6 Mentoring & Coaching   * Support will be offered (for example helping with writing their CV and preparing for an interview). All of all modules as outlined in the Training Agreement. Each session will be for at least one hour. Sessions are held remotely over Zoom. The participant will provide feedback during their placement and after training, and this will be acted on if needed. As part of a signed agreement, employers will allow the employee to participate in the training and where sessions are in the evening or weekend, allow Time Off in Leu (TOIL). Each employee is scheduled into training programmes, informing the employer and the employee about the time and date and begins once started in the role. |

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|  | **If your vacancies are in more than one location, please complete a separate row for each** | | | | | | | | | |
| **Where is this job based?** | | **No of jobs at this location** | **When do you want to start advertising this job?** | **Maximum number of referrals** **you wish to receive per job** | **Is public transport available** **to this location?** | **Full address and postcode of the job location** | **Contact name, email and phone number** for this job | **Closing date for applications** | **How to apply** | **Anticipated start date** for this job |
| Office | | **1** | 15/11/21 | 50 | yes | 137-139-High Street,  **Berkhamstead,**  **Hertfordshire**  **HP4 3HH** | Parul Dix  07954283921  [manager@swanyouthproject.co.uk](mailto:manager@swanyouthproject.co.uk) | 17/12/21 | CV by email & interview appointment time to be agreed with employer by phone. | 22-11-21 |

September 2021  
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