St Mary’s Youth Club

**TEMPORARY PART-TIME YOUTH SUPPORT WORKER**

**St Marys Youth Club (Required until 31 March 2018, with possibility of extension subject to funding)**

**Disclosure of Criminal Background**

If you have applied for a post that involves \*“regulated activity” under the Safeguarding Vulnerable Groups (NI) Order 2007, the Club will be required to undertake an Enhanced Disclosure of Criminal Background.

**St Mary’s Youth Club** is a voluntary organisation funded by the Department of Education via The Education Authority, Western Region, employees are line managed by the senior youth worker and responsible to the Management Committee.

**Responsible to:** Youth Leader in Charge/Nominated Youth Support Worker

**Responsible for:** The development and delivery of agreed unit programme, the management of appropriate staff/volunteers and the implementation of organisational policies

**Job Purpose:** To work directly with young people to develop their social education by providing programmes of activities. This post is for workers that have operational responsibility for youth projects. The post holder will be line managed by the Leader in Charge, providing strategic leadership and operational guidance

**Main duties and responsibilities**

1. To identify, prioritise and deliver a programme of youth work activities based on need in the designed area, related to the “Model for Effective Practice”
2. To work cooperatively, providing leadership and support, with a team of part time workers and volunteers within the Club.
3. Ensure that young people play an active role in the Club/project and work towards a model of youth participation.
4. Develop and maintain relationships with the wider community and external agencies.
5. Provide information and support to young people to assist them to express and realise their goals and to work effectively in groups.
6. Challenge oppressive behaviour in young people.
7. Encourage young people to broaden their horizons and be active citizens.
8. Monitor and evaluate the quality of youth work activities, supporting young people in the evaluation of the activities and the impact of youth work on their development.
9. Support young people in their understanding of risk and challenge behaviours, taking action to address key issues in their lives.
10. Implement the Management Committee’s Child Protection Policy and work with young people to safeguard their welfare and the welfare of others.
11. Be responsible for administration within the Club, including financial matters, effective record keeping and ensuring that the administrative requirements of the Club are met.
12. As appropriate be involved in the recruitment, selection and induction of staff and volunteers.
13. To carry out such duties, as may be assigned by the Line manager, within the level of the post.

**Other duties**

1. To carry out such duties, as may be assigned by the Line Manager, within the level of the post.

**Qualifications and Experience**

OCN in Youth Work or equivalent. Experience of working in a youth work setting is essential for all of the posts. Applicants should be conversant with the model for effective practice and have recent experience of formal youth work procedures.

**The Selection Panel reserves the right to enhance the criteria in order to facilitate a manageable shortlist.**

***Please note: the onus is on candidates to provide sufficient detailed information on their application forms in order to demonstrate how they meet each of the criteria. Failure to do so may result in a candidate not being shortlisted. Selection Panels cannot make assumptions in the absence of essential information.***

**Terms and Conditions of Service**

The main terms and conditions of employment are those for Part-time Youth Support Workers as laid down by the Joint Negotiating Council for Education and Library Boards (NI) and are drawn mainly from the conditions of service of the National Joint Council for Local Authorities staff.

**Salary Scale**

JNC Points 4 – 7 - £8.753 to £9.731 per hour.

**Hours of Work**

The hours of work will not normally be less than:

* 3 hours per week
* Will involve residential and weekend work

**General Conditions of Appointment**

Appointments are subject to –

1. production of satisfactory evidence of health;
2. probationary period of six months;

**Canvassing and Referees**

Canvassing directly or indirectly will entail disqualification. Referees asked for on the application form should not include any officer or member of St Mary’s Youth Club.

**Posts involving work in educational institutions are subject to the provisions of the Protection of Children and Vulnerable Adults (NI) Order 2003**