



JOB DESCRIPTION

- Job Title:** Youth Worker (Employability) Maternity Cover
- Location:** Include Youth Offices
- Reports to:** Employability Manager
- Hours of Work:** 35 hours per week (unsocial hours will be required at times)
- Holidays:** 25 days per annum

Duration of the Post:

Funding secured until March 2018. This post is funded by ESF effective from 1 April 2015 to 31 March 2018

Job Purpose:

- To assess the employability and personal development needs of young people referred to Give and Take programmes
- To develop and implement a young person centred programme utilising both individual and group work interventions which addresses the complex barriers to accessing education, employment or training

Key Responsibilities and Accountabilities:

- To assess the needs and abilities of young people referred to Give and Take programmes and agree an individual action plan for each young person
- To undertake key working responsibilities with identified young people in your area.
- To promote the scheme to referring agencies and liaise regularly with referrers
- To develop and organise appropriate work experiences as part of a young person's individual action plan
- To support young people to access suitable training and education experiences
- To support , monitor, review and report back on young people's progress against agreed targets
- To ensure and support the delivery of all relevant qualifications
- To work alongside Transition workers to develop a move on strategy for each young person
- To transport young people when necessary
- To design and deliver Give & Take Outreach which will offer a group based employability programme incorporating transitional support to young people within communities of greatest need
- To support and encourage young people to be involved in participation (both internal and external)
- Alongside the policy team to work towards the organisations policy advocacy objectives.
- To ensure the experiences of young people are represented in the policy advocacy work of Include Youth.
- To ensure the maintenance of adequate records/ monitoring information as pertinent to your Job including database, young people's individual files, payments and attending relevant meetings)
- To carry out additional duties as and when required

Working Relationships:

- Reports to the Employability Manager
- Works closely with young people, staff and referring agencies

General

- The key responsibilities above give a broad outline of the functions of the post. However, these duties must be approached in a flexible manner. The post holder will be expected to adapt to changing circumstances and undertake other duties appropriate to the grade of the post as allocated by your line manager as part of working in a small team to deliver the Include Youth mission, vision and goals. The outline of responsibilities may change from time to time.
- To adhere to existing work practices, procedures, undertake relevant training and development activities and to respond positively to new and alternative systems
- To demonstrate their commitment to Include Youth by their regular attendance and the efficient completion of all tasks allocated to them
- It will be necessary to work with information technology and associated systems in accordance with Include Youth Policies and Procedures
- To co-operate with Include Youth in complying with relevant health and safety legislation, policies and procedures, in the performance of the duties of the post
- To carry out duties and responsibilities of the post in compliance with Include Youth's equal opportunities policies
- To maintain confidentiality and observe data protection and associated guidelines where appropriate



**Give and Take Scheme
Youth Worker (Employability)**

PERSON SPECIFICATION:

Essential:

Experience

- 2 years' experience of working directly with excluded children and young people
- 1 years' experience of the design and delivery of group work programmes
- 1 years' experience of working with volunteers/mentors

Knowledge & Values

- Recognised 3rd level qualification – e.g. Diploma/Degree Youth & Community, Diploma in Social Work, or related discipline

Skills

- Excellent written and oral communication skills
- The skill of oral presentation and the ability to produce a high standard of written reports and material pertaining to the project.

Circumstances

- Hold a current driving license, have access to a vehicle and ability to transport young people when necessary. This criterion may be waived, if a disability prohibits driving. In this case, please demonstrate how you would meet the transport requirements of this post
- An ability to travel independently throughout N.I, ROI and UK.
- Able to work outside normal office hours when required.

Desirable:

- IT Skills
- Experience and knowledge of safeguarding policies and procedures
- Experience, knowledge and understanding of the legislation and issues affecting care experienced and NEET children and young people
- Commitment to and experience of user involvement in the planning and delivery of services
- Commitment to Include Youth's values and principals and to children's' rights
- Ability to scan, digest and re-present information in a user friendly format to young people
- Ability to effectively network within sector and build strong relationships
- Willingness to contribute to own supervision and development
- Ability to manage own time effectively
- Ability to manage change effectively and organisational and management skills
- Ability to strongly advocate and influence on issues related to children and young people who are, or have been, in care
- Ability to undertake training appropriate to the needs of the project and self to assist in the development of staff training
- Knowledge or experience of fundraising.





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Conditions of Service**

Travel Expenses

Responsibility is on the employee to ensure that when using the car in the course of business, that proper insurance cover is acquired, and that the car is maintained in a roadworthy condition. A mileage allowance will be payable by Include Youth towards expenses.

Vetting

The successful applicant will be asked to declare all pending prosecutions, convictions, cautions and bind-over orders and their name will be submitted to Access NI for a check to be carried out

Pension

Include Youth operates a group personal pension scheme.

TOIL:

There is no entitlement to overtime payment to reflect the requirements of the post. However you are entitled to receive time off in lieu for hours worked in excess of your normal working week.

Equal Opportunities Policy

Include Youth is an equal opportunity employer. The aim of its policy is to ensure that no job applicant or employee receives less favourable treatment on the grounds of nationality, race, ethnic origin, gender, marital status, sexual orientation, disability, religious belief or political opinion, nor should they be disadvantaged by conditions or requirements which are neither justified nor relevant to the job.

It is the responsibility of all staff to ensure a harmonious working environment in which the dignity of all employees and services users is respected.

