



Youth Support Worker–in-Charge

Job Ref: HQ/2017/06

Title:	Youth Support Worker–in-Charge
Employer:	Action Deaf Youth
Based at:	385a Hollywood Road, Belfast, BT4 2LS
Hours	20 hours per week
Hourly Rate	£10.46 - £11.32
Holidays:	14 days
Responsible to:	Manager
Responsible for:	The development and delivery of the agreed club programmes, the management of appropriate staff/volunteers
Job purpose:	To work directly with deaf children and young people to develop their social education by providing programmes of activities. This post will have operational responsibility for Action Deaf Youth's two clubs; Children's Club aged 8-12 on Saturday afternoons and Youth Club aged 13-17 on Friday evenings in the Belfast Trust area. The post holder will be line managed by the Manager, providing strategic leadership and operational guidance.

Main duties and responsibilities

1. To work directly with young people to develop their social education by providing programmes of activities, related to the 'Model for Effective Practice'.
2. Ensure that young people play an active role in the children's club and youth club and work towards a model of youth participation.
3. Communicate effectively and develop a rapport with young people.
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 deaf young people.
7. To ensure a minimum of 46 weeks of youth provision including two summer schemes are delivered.
8. Encourage young people to broaden their horizons and be active citizens.
9. 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.
10. Support young people in their understanding of risk and challenge and in taking action to tackle problems;
11. Implement the ADY's Child Protection Policy and work with young people to safeguard their welfare and the welfare of others.
12. Be responsible for administration within the unit/project, including financial matters, effective record keeping and ensuring that the administrative requirements of the Education Authorities are met.
13. To deliver a minimum 3 x 3 hours face to face sessions per week
14. To complete monthly financial paperwork and reports requires within your role.
15. As appropriate, be involved in the recruitment, selection and induction of volunteers.

16. To support and line manage two staff members hours and ensure they fulfil their roles stated in their job description.

Other duties

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

Personnel Specification

Post	Youth Support Worker in Charge	
Location	Greater Belfast area	
	Essential	Preferred
Qualifications	1. Hold an OCN Level Two in Youth Work or 3 years' experience working in a similar role.	1. Fluent in British Sign Language or at least have passed BSL Level 2.
Experience	1. Have a minimum of 3 years of Youth work experience; 2. Evidence of experience of managing youth work staff and resources.	1. Show evidence of having post professional experience in a range of youth work settings e.g. centre based work, youth work in schools, youth work within a community or voluntary group, residential or thematic group.
Knowledge/Skills	1. Evidence of planning, implementation and monitoring of programmes of activities for young people based on youth work curriculum; 2. Ability to effectively lead a team.	1. Demonstrate experience in management of finance, personnel and resources; 2. experience use of ICT in producing reports, spreadsheets, presentations etc.

Personal Qualities	1. Ability to engage with a range of stakeholders including young people and adults.	
Other Requirements	1. To work unsociable hours including weekends and holidays.	1. Access to car.