



Beyond Earlston

Job Description

POST TITLE:	Youth Worker
LOCATION:	Earlston High School and surrounding areas
RESPONSIBLE TO:	Manager
HOURS:	20 hours per week - 2 year fixed contract with possibility of extension
Salary:	£11 per hour (£21,164 p/a - pro rata)

General Role

The Youth Worker will support the day to day running, development and evaluation of the Beyond Earlston youth work services programme in an efficient and effective manner. In doing so they will work closely with the Beyond Earlston team and other partners within our locality area. In order to ensure that the best possible quality service is delivered in Earlston Learning Community we shall work together to achieve the priorities stated within Beyond Earlston Strategic plan. Other main responsibilities for this role will involve the planning, delivery and evaluation of one to one work and integrated group work including SQA units with young people in a variety of settings and locations.

Principle Duties

- To engage and support young people through encouraging their participation in the organisation, the programme planning and delivery and their community.
- To support the development, planning and delivery of a transitions program to support pupils in their move from Primary School to High School
- To provide informal education sessions in response to the needs of the young people through one to one and face to face delivery
- To attend and contribute to the other programs delivered by Beyond Earlston
- To assist in the training and support where appropriate of all young people including certificated learning opportunities such as Youth Achievement Awards, SQA units and Saltire Awards.
- To use and build effective working relationships with learning community partners to allow young people to access the appropriate service/s and to support them into any such service provision including volunteering opportunities
- Ensure that all information systems, monitoring and evaluation work and report writing are dealt with in an efficient and professional manner and in agreed timescales.
- To offer assistance when required to the Manager and Trustees and in consultation with young people, partners and volunteers on the development of plans for the direction of the service, including the researching of new opportunities.
- To manage and maintain accurate and up to date information on existing information systems to capture, activity and impact.
- To contribute to team meetings and other meetings where appropriate.
- To prepare and attend regular support and supervision sessions and participate in staff training
- To contribute to youth work holiday programmes

c/o Earlston High School, East End, Earlston TD6 6JP t; 01896 849282 e; susan@beyondearlston.org.uk
w; www.beyondearlston.org.uk

Beyond Earlston is the trading name of Earlston Catchment Voluntary Youth Work Services which is
Registered charity SCO43632

Additional Requirements

- Satisfactory PVG registration or update
- Receipt of supportive references
- Full clean driving license
- To work with Beyond Earlston policies and procedures including but not exclusively in relation to Child Protection, Equal Opportunities and anti-discriminatory practice as well as Health and safety
- The post holder will be expected to undertake any additional and appropriate duties as required but not outwith the remit of the post. This will also include evening and weekend work.

Additional information

This post holder will have the flexibility of working from our base within the High school but will also be provided with suitable equipment, enabling working from home as and when required.

Meeting young people can take place in school but will mainly happen within various locations in the Earlston locality area and beyond to meet young people where they are.

Person Specification

POST TITLE: Youth Worker
OFFICE: Based in Earlston High School
LOCATION: Earlston High School Catchment Area

EDUCATION/QUALIFICATIONS

Desirable:

Relevant Qualification in Health and Social Care or Youth Work

Being willing to undertake additional training and work towards a youth work qualification

EXPERIENCE

Essential:

- Experience of working with children or young people in either school or community settings
- Experience of the delivery of a range of programmes and activities alongside young people
- Experience in planning, delivery, monitoring and evaluation of projects

Desirable:

Experience of working in partnership with community/voluntary organisations

SKILLS AND KNOWLEDGE

Essential:

- An up to date knowledge of issues that affect young people
- Ability to initiate, develop and sustain effective relationships with young people
- Ability to create a supportive and safe environment for young people
- An awareness and understanding of setting clear aims and objectives associated with youth service development
- Aware of best practice guidelines
- Effective time management with the ability to work under pressure
- Excellent organisational skills
- Experience and understanding of monitoring and evaluation.
- Good IT skills

Desirable:

- Experience of developing community-based activities

PERSONAL ATTRIBUTES

Essential:

- Good negotiating, communicating and inter-personal skills
- Experience of working alone and as a member of a team
- Ability to motivate individuals and groups and inspire their confidence and trust
- A tactful and diplomatic approach to dealing with sensitive and confidential information
- Enthusiasm, commitment, energy and sense of humour
- A flexible approach to working
- Holder of a clean full driver's license and car owner