

Froud Youth Project

Job Description

Job Title:	Youth Project Key Worker
Responsible To:	Youth Project Co-ordinator
Responsible For:	Young People aged 11 to 19 years (up to 25 years if disabled / special needs)

1. Purpose of Job

- 1.1. To assist in the delivery of informal education programmes for young people aged 11 to 19 years (up to 25 years if disabled / special needs) within the setting of the project.

2. Duties and Responsibilities

- 2.1 To assist the youth project co-ordinator in providing an informal education programme for young people attending the project, which takes into account their individual needs and interests. Refer to youth project programme available from the youth project co-ordinator and operational policies within the Aston Mansfield staff handbook.
- 2.2 To effectively supervise and manage part time youth workers and volunteers during youth project sessions and to provide line management supervision sessions to team members.
- 2.3 To effectively manage youth project sessions in the absence of the Youth Project Co-ordinator.
- 2.4 To design, prepare and deliver activities designed to meet the intellectual, creative, physical, and emotional. Cultural and social needs of young people.
- 2.5 To ensure that activities undertaken are delivered with due regard for the health and safety of young people and in accordance with good youth work practice.
- 2.6 To work in ways which will enable young people to participate in decision making processes in their project.
- 2.7 To be aware of child protection issues and appropriate referral routes.
- 2.8 To ensure that the youth project's equality of opportunity policy is an integral part of all activities undertaken.
- 2.9 To develop and maintain good working relationships with colleagues including those within the youth project team, Newham Youth Service, other organisations for young people, centre users and other staff members of the Froud Centre.

- 2.10 To participate in the overall development of the youth project team to ensure provision of a quality service, responsive to the needs of young people and their parents/carers.
- 2.11 To attend and participate in team meetings and supervision sessions organised by the youth project co-ordinator and to attend, as requested centre staff team meetings and those appropriate to Newham Youth Service.
- 2.12 To maintain confidentiality of the knowledge of young people's membership forms, understanding the context of sensitive information.
- 2.13 To be responsible for maintaining appropriate records as directed including:
- Maintaining accurate recording on the youth project register / evaluation sheets
 - Maintaining accurate records of accidents and incidents
 - Maintaining accurate records of complaints
 - Maintaining accurate records of activities undertaken by the project
 - Any other records of administration that may be required
- 2.14 To keep the youth project co-ordinator informed of issues associated with young people's behaviours and involvement on the project ensuring that any concerns are immediately reported.
- 2.15 To ensure that all work undertaken is systematically planned, recorded and evaluated using evaluation processes.
- 2.16 To ensure the proper use and security of the premises. Also ensure that any equipments and materials are looked after and stored safely. If any are unsafe, inform the youth project co-ordinator immediately.
- 2.17 To work within the Froud Youth Café, preparing hot / cold food and beverages. Then to clear away all utensils and equipment that were used in the preparation.
- 2.18 To be available to work on Froud Youth Project Summer programme and other non – term time activities.
- 2.19 To meet targets as agreed in annual appraisals.
- 2.20 To undertake any other duties commensurate with the nature and grade of the post, and provide flexibility which may from time to time be required to ensure the effective delivery of the service.
- 2.21 A commitment to undertake other relevant training.