

## JOB DESCRIPTION

**Role:** Youth Support Worker: Session worker - BANK  
Helping young people grow

**Rate of Pay:** £9.44

**Hours of Work:** Bank staff – on an as needed basis

**Responsible to:** Session lead and Senior Youth Worker  
**Centre of Duty:** The Rendezvous, Sherborne

### **Context:**

The Rendezvous has been working with young people in the Sherborne area for over twenty years. We have an excellent reputation and much local support.

We offer a drop in facility for young people in its premises in central Sherborne for 15 hours a week. (4-7 Mon, Wed, Thurs and 1-7 on Fridays). Young people (13-25) drop in to 'hang out', play on the Xbox, chat to friends and youth workers and volunteers. They buy tea, coffee and simple snacks eg beans on toast from the coffee bar. Some may seek one to one appointments for advice and information. Numbers can fluctuate from one or two per session to 20 and at times behaviour can be challenging. Outside these hours, we offer information, advice and guidance on a one to one basis either at the centre or offsite, counselling and emotional and mental health support at the centre and at the local school and twice a week we hold learning sessions for level 1 and 2 Functional Skills English and Maths.

### ***Our need:***

We wish to appoint a new team member who is able to provide cover support in the event of staff absence. They will need to support the team, helping to provide a warm, welcoming and consistent presence for our drop-in offering.

### ***Your experience and qualifications***

Whilst the work does not necessarily require a youth work qualification from the offset and alternative relevant experience would be acceptable, we may require you to undertake further training. Please see the person specification for more details.

### ***Hours***

When offering Bank contracts we recognise that people often have other commitments. There will be no obligation to accept work offered.

**Job Purpose:**

- To provide a consistent, warm and welcoming face to young people coming to the centre
- To develop and engage young people in positive activities
- To assist in the coffee bar area:
  - making simple snacks and drinks for young people and any visitors
  - efficient, safe and hygienic running of the coffee bar area
- To work as part of the staff team and alongside existing and new coffee bar volunteers
- Session recording
- To develop and apply youth worker skills and competencies through the role, youth worker training, experience.

**This involves:***Working with young people*

- Ensuring equality of opportunity for young people in all areas
- Place safeguarding of young people at the heart of the work
- Making all young people feel welcome and included during their time at the centre
- Engaging in conversations and activities (eg games, puzzles etc) during the sessions
- Being willing to develop positive relationships with young people developing good youth worker practice and reflecting the ethos of the Rendezvous

*Working with others*

- Working as a member of the staff team, contributing to the development of successful daily sessions
- Developing a professional, supportive and positive working relationship with young people, volunteers, partners, staff and Trustees;
- Working with and supporting volunteers in the coffee bar area

*Coffee bar / Drop-in processes and procedures*

- To provide general help which may include
  - Cleaning the kitchen at the end of the session – wiping down counters, putting on dishwasher etc and tidying the coffee bar space
  - Waste – helping with waste and recycling

*General processes and procedures*

- To adhere to and ensure others adhere to centre policies including the safeguarding of children, young people and vulnerable adults and equality and diversity.
- Participating in training activities to foster personal and professional development.
  - Developmental training: Youth Worker training (if not already held) and other skills training
  - Annual safeguarding training is essential

*Other*

- Other duties commensurate with the post which are consistent with the mission of The Rendezvous

## Person specification | Youth Support Worker: Session worker - BANK

<b>Skills, competencies</b>	<b>Essential</b>	<b>Desirable</b>
Youth Work qualification L2+ or relevant alternative qualification or experience	X	
5 x Level 2 qualifications (GCSEs or equivalent) or higher including English		X
<b>Experience</b>		
Working with young people	X	
Working with young people on a 1:1 basis		X
<b>Knowledge</b>		
Knowledge and understanding of the principles and practices of safeguarding, equality and diversity	X	
Understanding of issues facing young people today	X	
<b>Skills and Competencies</b>		
Able to establish professional boundaries	X	
Able to build positive relationships with young people from a range of backgrounds	X	
Able to play an active role in a team	X	
Able to maintain confidentiality where appropriate	X	
Able to remain impartial and non-judgmental	X	
Able and willing to take part in essential training	X	
Full clean driving licence		X
Ability to drive minibus		X
<b>Administration</b>		
Experience recording and reporting on incidents and sessions		X
Able to use computers (MS Office)		X

<b>Personal qualities</b>	<b>Essential</b>	<b>Desirable</b>
Motivated, enthusiastic and committed to working with all young people	X	
Excellent communication skills	X	
Confident to be pro-active with engaging with groups of young people	X	
Impartial and non-judgmental	X	
Reliable	X	