

## JOB DESCRIPTION

### **Role: Youth Groups Leader – Open Access and Outreach** Helping young people grow

**Rate of Pay:** £13.59 - £16.50 depending upon experience  
**Hours of Work:** Two week rota, average 16hrs per week  
**Contract:** One year contract with a view to extension  
**Responsible to:** CEO  
**Centre of Duty:** The Rendezvous, Sherborne

#### **Overview:**

We are looking for a hands-on, energetic, skilled and experienced youth worker committed to achieving the best for young people, to invigorate our open access and outreach provision in Sherborne and Gillingham.

#### **Context:**

The Rendezvous has been working with young people (13-25) in the West Dorset area since 1997. Over the last 5 years we have developed our services in response to changing needs. We now provide not just practical advice and information around benefits, housing, money etc and group support for vulnerable young parents but also make home visits, deliver GCSE-equivalent accredited qualifications, drop in sessions and detached outreach work in Sherborne and Gillingham.

Our part-time team of youth workers, counsellors and volunteer (22) provide over 4000 hours of 1:1 support to 300 YP in schools and in the home and on the streets in Sherborne and Gillingham and 400 hours of informal youth worker interventions.

#### **Our need:**

The young people who attend our drop in sessions or we meet on the streets are often vulnerable and at risk and in need of additional help and support to prepare them to transition to adulthood. As part of our broader long term development plan, the Board of Trustees wish to appoint a Youth Group Leader to take responsibility for reinvigorating our informal youth work provision. The role will focus on developing group work and a planned curriculum, developing an outcomes based approach based on the 'Framework of Outcomes for Young People' (2012) produced by the Young Foundation (<https://youngfoundation.org/wp-content/uploads/2012/10/Framework-of-outcomes-for-young-people-July-2012.pdf>) that encourages YP to develop skills and capabilities.

The role involves developing two open access sessions in Sherborne and a fortnightly outreach programme in Gillingham. There is scope to develop the role and the service in line charity's aims, subject to funding.

#### **Job Purpose:**

1. To lead the development of two Sherborne based open access sessions (which may also involve local outreach) and an outreach programme in Gillingham.
2. To plan and develop group approaches to a youth work curriculum based on the Catalyst framework
3. To lead delivery of all sessions, modelling best practice
4. To develop mechanisms for the identification and collection of outcomes and to ensure timely and accurate record activities and outcomes to aid funding
5. To line manage and support a junior youth worker and volunteers as appropriate
6. To work alongside other senior staff responsible for mental health, young parents support and learning and volunteers

7. To work for the benefit and safety of young people and the delivery team, following safeguarding and health and safety policies and identifying and dealing appropriately with safeguarding concerns
8. To engage with the wider community as required – eg business owners, parents, the community
9. To represent the project, the Rendezvous and funders (including Gillingham Town Council) in a positive and professional manner at all time
10. Other duties commensurate with the post which are consistent with the mission of The Rendezvous

**The role requires work with/alongside or partnering with:**

The Chief Executive

Colleagues – Learning and Volunteer lead, Mental Health and Wellbeing & Advice Lead, Young Parents Lead, administrator, support staff and volunteers

Other agencies – including Gillingham Town Council, schools

PERSON SPECIFICATION	Essential
<b>Knowledge, skills and competencies</b>	
1. Professional youth work or teaching qualification or experience working at a similar level	X
2. Experience of delivery of group work in an informal setting, creating planned informal learning opportunities following a planned programme of work	X
3. Experience of curriculum development in an informal setting (eg youth work or alternative provision)	X
4. Experience of managing and developing small teams (staff and/or volunteers)	X
5. Data collection and evaluation (+ ideally developing implementing mechanism for outcome measurement)	X
6. Activity promotion and participant recruitment – including presentations	X
7. Knowledge and understanding of the principles and practices of safeguarding, equality and diversity and active implementation of policies to ensure the welfare of children and young people is paramount	X
8. Ability to deal with challenging young people and behaviours, safely, calmly and professionally	X
9. Ability to establish professional boundaries	X
10. Ability to build positive relationships with young people from a range of backgrounds, remaining impartial and non-judgmental	X
11. Strategic thinker able to pro-actively identify opportunities and develop and work towards new goals and initiatives	X
12. Motivated, enthusiastic and committed to working with all young people	X
13. Willingness to take part in training and mentoring as required	X
14. Excellent communication skills and experience of presenting to groups of people (including adults) an advantage	X
15. Full clean driving licence (mini bus licence an advantage)	X

**HOURS**

Core                      Rendezvous Centre – 10 core hours  
                                  Mondays                      2.30pm – 6.30pm                      (including staff team meeting)  
                                  Fridays                              12.30pm – 7pm  
                                  Management, development and administration hours – 4hrs pw – times negotiable

Alternate wks              Outreach Gillingham – 3hrs  
                                  Thursdays                      5.30-8.30pm                      (some flexibility in timing)

Additional hours may available for special projects, meetings in county, schools etc.