

<b>Job Description</b>	
<b>Title</b>	19+ National Lottery Community Fund (NLCF) Mid/North Essex Young Adults Lead
<b>Responsible to</b>	Young People Services Manager (Mid & North)
<b>Responsible for</b>	Sessional Youth Workers
<b>Place of work</b>	InterAct Office, Chelmsford + Club locations (Colchester, Clacton, Tendring) (Hybrid)
<b>Hours</b>	Fixed term contract until 31.08.2027 (possible extension thereafter) Annualised hours of 1560 over a 12-month period (including holiday hours) Usually during Monday – Friday with regular evening working Hours based around the requirements and functions of the post and may be reasonably required to vary on occasion
<b>Salary</b>	£21,840 pa (£14 / hour) 30 hrs per week
<b>Annual Leave</b>	From 25 days pro rata plus bank holidays
<b>Job Purpose</b>	Day-to-day responsibility for the planning, co-ordination and delivery of 19+ NLCF clubs activities and day trips to enhance the life chances, aspirations, social inclusion and emotional, mental health and wellbeing of young people with a range of disabilities and additional needs.

## Key Tasks and Responsibilities:

### Programme Development & Delivery

- The successful delivery of 19+ NLCF Programme that meet local community and contractual needs
- Plan and deliver the day-to-day operations of the 19+ NLCF programme in Mid/North Essex, ensuring effective use of staff and resources; ensuring staff operate in accordance with InterAct's values
- Assist Services Manager with the development and delivery of activities
- Work with young adults to offer stimulating activities to ensure their engagement and personal growth
- To produce and deliver operational plans with clear objectives and specific outcomes for young adults
- To produce and carry out risk assessments in line with InterAct's safeguarding policies
- Minibus travel and driver as and when needed if applicable
- Keep young people and families/carers informed of activities, using appropriate and accessible means
- People Led Approach-To listen and respond to young people and their supporters; addressing individual barriers and needs
- Supervision of Sessional Youth Workers and Volunteers on sessions
- To assistance in providing personal care (if needed) to attendees when required in a discreet, caring and professional manner
- To undergo specific training for individual attendees related to personal care and support
- Assist with gathering quantitative and qualitative data to measure the services' quality and effectiveness
- Submit timely reports

### Health & Safety

- Promote safeguarding and the welfare of young people and vulnerable adults, contributing to InterAct's safeguarding processes and staff responsibilities
- Ensure policies are fully implemented i.e. safeguarding, health & safety, EDI, data protection and car users
- To ensure the safety, health and wellbeing of clients, staff, self and volunteers involved in the activities
- To ensure that all relevant risk assessments for individuals, activities and venues are carried out, implemented and reviewed appropriately within the area, in line with InterAct's policies and procedures

### Administration

- General administrative duties to ensure effective service delivery and to support monitoring needs

- Assist with the development and implementation of individuals' Personal Plans
- Ensure session registers, records, evaluations, and data monitoring requirements are completed

## **General**

- Support the planning and coordination of events and fundraising
- To adopt a positive and flexible attitude to all our clients, volunteers and staff - and to relate to them in ways that affirm and increase their dignity and self-respect
- Operate in accordance with InterAct's core values and to the highest professional standards
- Maintain organisational, client and colleague confidentiality
- Adhere to organisational and service-specific policies, procedures and guidelines
- Working closely with other members of staff to share best practice
- Attend regular supervisions, staff meetings and any agreed training opportunities
- Liaising with external contractors and consultants
- Undertake occasional travel as required by the duties of the post
- To promote and foster the Charity's reputation and standing within the community, statutory and voluntary sector agencies and organisations
- To work collaboratively, in an open, supportive and co-operative manner
- To promote equal opportunities in all areas of work
- To undertake any other duties commensurate with the post which may reasonably be required

## **Person Specification:**

### **Qualifications & Experience**

#### **Essential**

- Experience in youth work/special educational needs & disabilities or demonstrable experience of the same
- Knowledge of issues facing young people, current legislation: child protection, safeguarding, health & safety
- Working with people of mixed abilities, learning difficulties and their families
- Commitment to equality and a broad knowledge of equal opportunity and diversity
- Working knowledge and of Microsoft Office packages such as Excel, Word and Outlook (Lead)

#### **Desirable**

- Safeguarding (Level 2)
- Emergency First Aid
- Hold relevant full UK driving licence and MiDAS minibus training (or willingness to undergo training)
- Supervising staff and volunteers

### **Skills & Knowledge**

#### **Essential**

- Ability to deliver great customer service to young people and their families
- Ability to support young people with patience and professionalism
- Ability to work on own initiative whilst following proper processes and procedure

#### **Desirable**

- Good understanding of the motivations and interests of young people
- Strong interpersonal and listening skills, with an ability to interact effectively with a diverse range of people
- Able to establish positive relationships with young people and agree limits for acceptable behaviour
- Able to provide young people with appropriate information, advice, support and challenge, and refer them to specialist help when required

### **Personal attributes & other requirements**

InterAct Chelmsford Ltd

Registered Office: Unit 16, Old Park Farm, Ford End, Chelmsford CM3 1LN

Registered Company in England No. 3087233 Charity No.1048631

- Effective team member: friendly, enthusiastic, positive attitude, responsive, motivational
- Pragmatic, able to cope under pressure and meet deadlines
- Flexibility: able to adapt quickly with team members, volunteers, partners and participants
- Willingness to learn and open to feedback
- Willingness to work flexible hours, including evenings; have a flexible and positive approach to working
- Must be willing to travel and have access to appropriate transport
- Ability to maintain confidentiality as appropriate
- Approachable, ability to create and maintain effective working relationships

## Summary of Main Terms and Conditions

### Contract Term:

This is a fixed term position, dependent upon funding, currently until 31.08.2027 (possible extension thereafter)

### Remuneration:

Salary: £21,840 (£14 / hour)

The salary is paid monthly in arrears by BACS transfer. Salaries are reviewed annually.

### Hours of work:

Usually during Monday – Friday with evening working and very occasional weekend working may be required. Hours based around the requirements and functions of the post and may be reasonably required to vary on occasion.

### Annual & Bank Holidays:

The holiday year runs from 1 April to 31 March each year. You will accrue an entitlement to paid annual holidays equating to 25 days (excluding Bank Holidays) during a complete holiday year. Part time workers, or anyone who joins part way through the year, will receive a pro-rata of the entitlement.

In addition to the above, we recognise and reward staff loyalty by awarding additional paid leave days, based on length of service, up to a maximum cumulative total of 8 additional days paid leave (pro rata for part time workers).

### Pension:

You will be eligible to join the InterAct Pension Scheme.

### Sickness:

During periods of certified sickness, you will be eligible to receive sick pay in accordance with InterAct's sickness absence procedures. The payment of sick pay is subject to compliance with InterAct's rules for the notification and verification of sickness absence.

### Additional Employee Benefits:

Current employee benefits are to be outlined in the Employee Handbook and can be subject to change.

### Probationary Period

This post has a three-month probationary period, during which your suitability for the post will be assessed.

### InterAct Safeguarding Statement:

InterAct is committed to safeguarding and promoting the welfare of Children, Young People and Vulnerable Adults. InterAct expects all staff and volunteers to share this commitment. You will therefore be required to disclose any convictions, cautions, reprimands, or final warnings which are NOT protected as defined under the Act, and to undertake an **Enhanced plus Children's barred list check** with the Disclosure & Barring Service (DBS).