



Part-time Youth Worker [Female] - Candidate Pack

Hello from the Caxton Team!

Already experienced in Special Education needs, delivering and facilitating youth projects and looking for a chance to make a big difference to the lives of learning disabled and autistic young people? Ready to be part of a growing team at a community youth organisation based in Westminster?

We are Caxton Youth Organisation. We are a specialist youth club, creating community, breaking barriers and empowering learning disabled and autistic young people. Over the next three years and beyond, we will aim to reach more disabled young people and become more youth-led - and you could help make that happen.

There are many reasons why the work Caxton Youth Organisation does is important. At Caxton, we want to shape a more inclusive society free from disabling barriers where all young people can lead happy, healthy and more independent lives.

Our team of qualified youth workers and practitioners create a safe, welcoming and inclusive space in the community where disabled and autistic young people can make friends, learn new skills, build confidence, and be themselves.

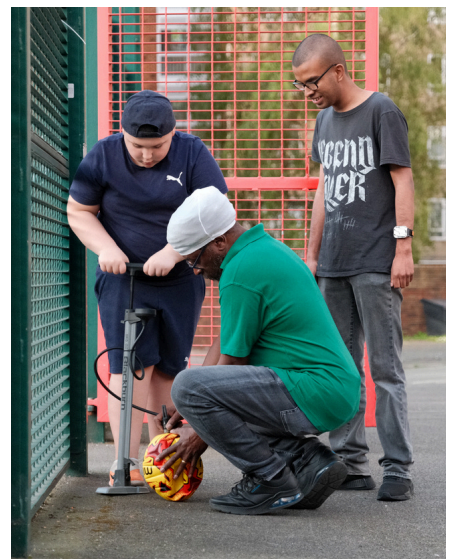
We're a small charity but our work and impact is long-lasting and holistic. For everyone who works at Caxton, it's more than just a job. All the team want to make a lasting difference to the young people we work with. If this sounds like something you want to be part of then I hope you will consider joining our organisation.



Esther Norman
Interim CEO

The Benefits of Working at Caxton

- A flexible approach with a mix of home and office working.
- 25 days holiday a year pro rata plus bank holidays.
- Access to Wellbeing services via Bright HR and Westminster Talking services.
- A proactive organisation that is currently developing a new development and reward plan for staff. We want to know how you'd like your career to develop with us and to have your voice heard.
- Access to Bright Exchange, which offers discount codes.
- Occasional offsite access to other workspaces via our corporate partners.
- Centrally located (just a 7-minute walk to Victoria station), at our youth club – with a wide range of shops, cafes and bars right on the doorstep – and where you will be directly getting to know the local community that Caxton work closely with, as well as opportunities to take part in fun activities with our young people.
- Opportunities to take part in our quarterly staff wellbeing sessions.
- Access to training opportunities via partnerships and our memberships.



Job Title: Part-time Youth Worker (Female)

Location: Westminster

Reports to: Deputy Head of Programmes

Responsible for: This role has no line-management responsibilities

Salary: £26,637 pro rata

Contract: Fixed term: 12 months with possibility of extension

Days and hours: 18.75 hours (0.5 FTE)

Availability:

Must be available:

- Three evening sessions on Monday (6.30pm-9pm), Wednesday (6.30pm-9pm) and Fridays (6pm-8.30pm) weekly during term-time.
- Thursdays (6pm– 8.30pm) twice a month during term-time.
- Three days a week during school holidays to staff.
- Up to 4 residential trips per year for 3-5 days during school holidays.

The hours will be scheduled in advance and will take place at agreed times throughout the week.

What will you be doing?

Purpose of the role:

- To provide innovative, exciting and accessible youth work and youth projects to disabled young people aged 11-25 years old.
- To support the running of girls group aged 11 – 25 years old.
- To work alongside Caxton Youth Organisation colleagues to support children and young people from the Westminster community to run our youth programmes.
- To support the delivery of our holiday programmes; and residential providing overnight disturbance cover where you will be responsible for our female members.

Main tasks:

- To support on a variety of activities so that we can successfully deliver Caxton's youth programmes.
- To support with the monitoring and evaluation of programmes when required.
- To listen to, advise and support young people.
- To contribute to the provision of a welcoming environment for young people, ensuring that premises are prepared, and cleaned up at the end of each session.
- To ensure that the relevant communication tools are being used to support young people.
- To drive or assist on the minibus picking up/ dropping off young people with when required.
- Shared responsibility for the safeguarding and wellbeing of young people, including the recording of disclosures and other sensitive information, reporting to the Designated Safeguarding Leads.

General requirements:

- To provide for the social educational needs of young people with disabilities, through open youth work.
- To ensure that no young person suffers discrimination in access to provision as a result of their gender, ethnic identity, sexuality, disability and/or social background.
- To liaise with other workers and agencies in the area to create opportunities for Caxton's members to achieve more.
- To meet any administrative requirements of the senior management team.
- To work within and according to Caxton Youth Organisation's policies and procedures.
- To encourage participation and promote responsibility among the membership.
- To work in a supportive manner with the staff team, volunteers, and trainees.
- To undertake training relevant to the post, as identified through supervision.

**For genuine occupational requirement reasons we are seeking female applicants only for this post (exemption under the Equality Act 2010; Schedule 9 Part 1).*

Required skills, knowledge and qualifications

- A minimum of 1 years experience in the youth work sector.
- A minimum in Level 2 Youth Work.
- Excellent written and communication skills at all levels.
- A strong understanding of the principles of youth work as a distinctive practice of informal education and voluntary participation.
- A good understanding of inclusive practice including different communication methods e.g. Makaton.
- Advanced use of Microsoft packages.
- A good understanding of safeguarding and confidentiality.
- Is able to work as part of a team and to use own initiative.
- Is willing to travel and to work unsociable hours, including evenings and occasional weekends.
- A highly motivated and creative youth worker.
- Strong empathy and a person centred approach.

Desirable

- Experience of supporting learning disabled and autistic young people.
- To have a driving licence and ability to drive a minibus (including a D1 licence and MIDAS qualification).
- First aid training.

Essential Safer Recruitment Criteria

1. A cleared Disclosure and Barring Service (DBS) check at an enhanced level. This check is necessary as the work involves dealing with or having access to children and vulnerable adults whilst undertaking normal duties.
2. The candidate must be able to provide at least two relevant references prior to taking up the post.

Caxton Youth Organisation is an Equal Opportunity Employer. We will consider all reasonable adjustments under the terms of the Equality Act (2010) to enable an applicant with a disability (as defined under the Act) to meet the requirements of the post. We encourage applicants from underrepresented groups'.

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