



JOB DESCRIPTION & PERSON SPECIFICATION	
Post	Sessional Youth Worker
Location	The BridgeLink Centre, Summerwood Road, Isleworth, TW7 7QR
Pay	£12-£15 per hour
Hours	4-8 hours weekly (Tuesday and/or Thursday 4-8pm)
Responsible to:	Programme Manager & Lead Youth Worker
Responsible for:	NA

The BridgeLink Community Centre is located in the heart of Ivybridge Estate and is managed by IvybridgeLink, a charity which aims to promote a range of activities and services of benefit to the local community. In order to do this, we work in close partnership with local organisations including Hounslow Council, Isleworth schools, Sky, and Brentford Football Club & Community Sports Trust, amongst other partners. We are an innovative and supportive award winning charity who take pride in supporting our services and our team. We have also been awarded the prestigious Queen's Award for Voluntary Service.

The aims of IvybridgeLink are:

- To promote learning and raise educational achievement
- To provide pathways into employment and out of poverty
- To support healthy lifestyles and emotional well being
- To provide recreation and leisure activities
- To nurture a positive community spirit

Main Purpose and Scope of Job

The key objectives of the post are:

- To work as part of the Youth Team to support the 2 youth clubs (Juniors 8-11 years and Seniors 11-18 years), offering a safe place for young people and adhering to all relevant policies and procedures.
- To engage with and build working relationships with individuals and groups of young people to promote and support their engagement in positive activities.
- To work alongside other professionals based at the Bridgeline Centre to increase the range of activities and services accessible to young people living on or near to Ivybridge estate.
- To carry out this work in a way that involves and empowers young people and meets their needs.

Main Duties and Responsibilities

1. Lead on a range of leisure activities for children and young people during youth club sessions. Activities will normally take place after school, but we do offer activities during school holidays and on the occasional weekend if you would be interested.

2. Liaise with and support project partners to deliver both educational and recreational workshops such as health and wellbeing, gangs' prevention, healthy relationships, cooking, arts and crafts and sports.
3. Work with children who display challenging, destructive or withdrawn behaviours to develop improved social skills and appropriate behaviours towards peers and adults in given situations. To establish boundaries and challenge inappropriate behaviour.
4. Actively participating in briefing and debriefing meetings, monthly/quarterly reports and the set up and pack up of sessions and always supervise the equipment's safe use.
5. Report any incidents, accidents or equipment failure or damage.
6. Support the Lead Youth Worker and Programme Manager in the development and growth of any volunteers.
7. Support monitoring and recording systems in line with IvybridgeLink's policies and procedures, including ensuring registration and consent forms are completed and maintaining up to date sessional registers.
8. Contribute to the process of evaluating outcomes using case studies, interviews, staff diary, focus groups, comments book, questionnaires, photos and video footage as appropriate.
9. Undertake all duties and responsibilities in accordance with IvyBridgeLink policies inclusive of Equality Diversity & Inclusion, Data Protection, Safeguarding and Child Protection and follow any relevant procedures accordingly, and reporting any concerns to the appropriate person.
10. Work safely according to the guidelines stated in the IvyBridgeLink Health and Safety Policy.
11. To attend regular team meetings and training and development opportunities to maintain an up-to-date knowledge of youth work development, safeguarding, health and safety, and local policy developments.

Diversity, Equality and Inclusion

IvybridgeLink Charity are an Equal Opportunities employer; we are dedicated to building a diverse, inclusive and authentic workplace. We currently do not have a male member in the youth team and in order to provide an inclusive service to both young women and young men we are currently seeking to hire a male Youth Worker, or someone who identifies as male.

PERSON SPECIFICATION	
Qualifications	<ol style="list-style-type: none"> 1. Youth work qualification or equivalent (eg. teaching, social work) 2. First Aid qualification (desirable)
Experience (essential)	<ol style="list-style-type: none"> 3. Substantial experience working with young people in a community setting. 4. Experience of establishing positive working relationships with other professionals and working as a team to deliver set targets.
Knowledge and Understanding (essential)	<ol style="list-style-type: none"> 5. Understanding of health and safety issues in relation to working with children and young people. 6. Knowledge of safeguarding and child protection procedures and an understanding of data protection. 7. A strong commitment to young people and awareness and understanding of the needs and issues affecting young people today.
Skills and Abilities (essential)	<ol style="list-style-type: none"> 8. Ability to empower and motivate young people through informal educational processes. 9. Well-developed communication skills including the ability to communicate with both individual and groups of children, and excellent listening skills. 10. Excellent interpersonal skills and the proven ability to establish positive relationships with children and young people to support, empower and encourage them to grow, achieve and thrive. 11. Willingness to adapt to the needs, abilities and interests of children and young people and plan sessions to meet their needs, inspiring confidence and self-belief. 12. Ability to work independently and manage own workload. 13. Ability to work well within a team for the benefit of young people. 14. Ability to plan by setting clear targets, meeting objectives and effectively monitoring and evaluating sessions. 15. Competency in ICT skills to be able to support our monitoring and recording processes.
Personal Attributes and Other Requirements	<ol style="list-style-type: none"> 16. Enthusiasm, patience and flexibility. 17. Commitment to the aims of IvyBridgeLink charity and the principles of equality, diversity and inclusion. 18. A willingness to engage in ongoing professional development.

An enhanced Disclosure and Barring Service check is required for this area of work and will be undertaken prior to any job offer.