[](https://swanyouthproject.co.uk/)

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| **Job Title:** | Youth Club Assistant |
| **Reporting To:** | Manager |
| **Location:** | SWAN Youth Centre and elsewhere within the UK for activities outside of the Centre |
| **Salary:** | As a minimum, we pay the Government recommended wage rates, being the National Living Wage for anyone aged 23 and the National Minimum Wage if under 23 |
| **Contracted Hours:** | Average weekly hours are 25 hours. Main working hours are Monday to Friday, term time and ad-hoc additional hours during school holidays |
| **Contract:** | Permanent (6-month probationary period) |
| **Job Purpose:**  Do you have a passion for working with young people? Are you skilled at building positive relationships with peer groups, talking and engaging with them, and contributing to their social/emotional needs as well as being able to support their individual needs? If the answer to all of these questions is yes, then the role of Assistant Youth Worker at the SWAN Youth Project is just for you.  The SWAN Youth Centre delivers a range of activities for young people in Berkhamsted aged 11 – 18 to enable them to have a safe place to meet friends and access a range of activities. Members are critical to the planning and delivery of such experiences.  The centre aims to reopen shortly ensuring a safe environment where young people can use the on-site facilities. These range from a DJ booth, pool table, table football, internet room, chill-out room, air hockey, Wii & Xbox, coffee bar and a fully equipped band practice room with drum kit.  Staff also conduct outreach work engaging with young people who are not accessing the Youth Centre, and working with support services such as schools, PCSOs and local support services to address the needs of young people.  As a key worker, you will be working directly with young people, helping them to build life skills, develop healthy relationships and signposting sources of support to enable them to make decisions that are right for them. You will also have the opportunity to attend a range of different workshops relevant to the post to help support your personal development.  **Main Responsibilities:**   * To ensure the consistent implementation of relevant safeguarding policies to protect young people * To ensure that set up and delivery of group work is consistent with the plan of work for each session and that the aims, purpose and objectives are adhered to. This will involve some delivery of targeted outreach work to engage with young people who are not accessing the centre and may be involved in high-risk behaviours * To support young people especially post Covid-19 with their mental health * To promote independence and resilience to young people and support them to develop knowledge and make informed decisions. This will require signposting young people to appropriate support services and staying up to date with changes to service provision * To work alongside the SWAN’s youth worker team to facilitate workshops within community settings, including working with schools, community groups and police * To keep accurate records of attendance and any identified issues, so that proactive measures can be taken to support young people * To participate in the FareShare Programme (food donation scheme) and support collection, storage, distribution and preparation of food items * To develop learning opportunities and share practice   In addition, travel during the working day may be needed to visit locations where activities take place and for meetings with other agencies. There may be overnight absence from home, which could involve residential activities and exchanges or group visits within the UK.  **Key Skills**  **You will need to demonstrate:**   * **AWARENESS OF NEEDS:** A strong commitment to young people and an understanding of the factors affecting their lives. You will need experience planning and delivering activities, projects and individual interventions on issues relating to young people’s health and wellbeing. You will be able to empower young people to play an active role in the centre’s activities to meet their needs. * **UNDERSTANDING BOUNDARIES OF SAFEGUARDING AND CONFIDENTIALITY**: The ability to provide reliable support to young people and act with integrity in times of stress. This will involve the ability to treat young people's concerns with respect and sensitivity, whilst being aware of the limits that are required by confidentiality and the boundaries that govern the youth/youth worker relationship. * **PHYSICAL FITNESS:** There are physical requirements that the successful candidate will need to fulfil as part of this role. As part of the programme of activities, you may be required to exert yourself physically for tasks including but not limited to moving/lifting heavy items, maintenance of the courtyard and carpark areas, standing for extended periods of time, participation in sporting activities with members, setting up stands, and painting, etc. Please note that physical ability is essential for the performance of this role and we will require the applicant to acknowledge this and express any concerns prior to joining. * **COMMUNICATION SKILLS:** Excellent communication skills that allow young people to see that you have patience, tolerance and flexibility and can develop positive relationships. You will be able to keep accurate records as per policy requirements through the use of a variety of IT packages. * **RESILIENCE:** The ability to deal with difficult situations under challenging circumstances, whether it is working with young people or being able to manage a variety of tasks within a limited timescale. * **COMMITMENT:** Demonstrate that you are punctual and a reliable team member, able to provide consistent youth provision. You will be committed to ensuring personal continuous development through the attendance of relevant training courses and meetings as required * **SHOW INITIATIVE AND TEAMWORK:** The ability and willingness to try new things to help broaden the experiences of young people. You will be proactive in providing a variety of positive and diverse experiences for young people. You will also have proven experience of working as part of a team, as well as using your own initiative to deliver a structured programme of activities. This is paramount to the role and candidates will be expected to cook, set up activity programmes, liaise with local service providers to enable members to access a range of activities and thus support the manager in the successful running of the centre. | |
| **Criminal Background Check:**  This role has been identified as requiring a Disclosure & Barring Service (DBS) check or Basic Disclosure. You must therefore ensure that any relevant criminal record check application is completed and returned as requested by The SWAN Youth Project, as this is a contractual requirement of employment. In addition, you consent to allow The SWAN Youth Project to retain a copy of the disclosure certificate within your personnel file.  It is a contractual obligation to disclose any cautions, reprimands, or convictions and to update the SWAN Manager of any changes to your status whilst in employment. Enhanced DBS roles will be reviewed periodically during employment, by means of DSB Dip Sample or three yearly rechecks. Failure to disclose changes to your status may be detrimental to your employment and you may be subject to disciplinary action.  **Equality and Diversity:**  The SWAN Youth Programme is an equal opportunities employer and welcomes applications from diverse members of the community.  **Terms and Conditions:**  The post is offered as a salaried position as an employee of the SWAN Youth Centre.  Interviews will be held over the coming four weeks and shortlisted candidates may be contacted by phone during that time. Applicants are encouraged to apply for this position as soon as possible. The vacancy may be closed early, if a suitable candidate is found before the closing date of 6th May 2022. | |