

JOB DESCRIPTION

ROLE: **Project Activity Worker**

REPORT TO: Project Manager/Project Coordinator

LOCATION: Various

HOURS: 2-8 hours per week (flexible)

STATUS: Self Employed

STRUCTURE: Company Director - Project Manager - Project Coordinator - Coordinator - Activity Worker

PURPOSE OF ROLE:

To work with children and young people in a variety of settings including group work and individual support. To ensure overall smooth running of relevant project activities as directed by the Project Coordinator.

RESPONSIBILITY FOR STAFF:

You will be responsible for volunteers.

FINANCE/BUDGET HOLDING:

Responsible for managing appropriate resources allocated by the project coordinator.

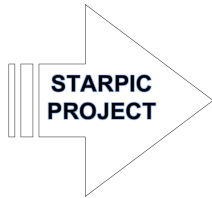
WORKING CONTACT:

As part of your working contact you will be required to attend meetings associated with our project. You will also be in contact with the following:

- Other project staff
- Young people
- Other project users, both parents and children
- Volunteers to the project
- General public attending meetings or events hosted by the project
- Members of the public
- Staff and representatives from other local organisations
- Other personnel for effective liaison, joint working, networking and sharing of good practice

TASKS AND RESPONSIBILITY:

- Contribute to programmes in-line with the needs of and community.
- Follow company policies and procedures.
- Record information as requested by the coordinator for monitoring.
- Assist in the planning of activities when needed.
- Attend staff meetings as required by the line manager.
- To actively participate in creating a safe, enjoyable and stimulating environment.
- Identify local youth and children's issues and report to the coordinator.
- Undertake any other tasks deemed appropriate for the project manager.
- Be responsible for the young people in your activities.



KNOWLEDGE, SKILLS & ABILITIES (*PERSON SPECIFICATION*)

The post holder will require the following skills, knowledge and abilities:

- Direct experience of working with young people ages between 4- 24 years
- Experience in forming constructive relationships with young people
- Experience of working with staff and volunteers
- Good grasp of developmental needs of young people
- Knowledge of current youth work theories and practice
- Experience in working as part of a team
- Good written and verbal communication skills.
- Sound computer skills. (word, excel, power point, email etc)
- Ability to develop and maintain good working relationships external agencies
- Knowledge of needs and problems in areas of multiple disadvantage
- Ability to work on own initiative and manage own workload
- Experience of working in anti-discriminatory way
- Ability to act constructively to criticism

EDUCATIONAL/VOCATIONAL QUALIFICATIONS REQUIRED:

This post does not require any formal qualification, however; undertaking training or working towards a recognised qualification would be desirable.

It is an essential requirement that the post holder **MUST** undergo a PVG scheme membership update.

EXPERIENCE REQUIRED:

The post holder is required to have a minimum of 6 months experience working as a volunteer in a similar youth environment with drive and passion to learn and develop skills, while making a difference to the young people.

Experience of working in the voluntary sector in a similar post would be desirable.

SPECIAL CONDITIONS:

The post is funded through various investors and is initially for a 12 weeks probationary period. Subject to a satisfactory probationary period, the post holder will be offered this post on a rolling contract in line with funding streams.