



*Vocational and Personal Development for Young People*

*UK Registered Charity No: 1187128*

### **ESTEEM Youth Worker - Job Description**

<b>Job title</b>	Youth COAST Drop-In & Detached Youth Worker
<b>Accountable to</b>	Youth COAST Programme Manager
<b>Based at</b>	ESTEEM office, Old School House, Shoreham-by-sea
<b>Contract</b>	Post part-funded until September 2021 with a view to continuation funding
<b>Hours</b>	11.25 hours per week to cover sessions at ESTEEM, Shoreham: Mondays 5.30-8.30pm, & Detached work in and around Shoreham: 4 hours Tuesday & Thursdays covering a 3 hour session between 3pm - 7pm + 2 hours per month admin time
<b>Pay</b>	£22,880 - £23,900 Pro Rata salary dependent on qualifications and experience (£7,028.74 - £7,342.08)
<b>Application Deadline</b>	24/11/20 Midnight
<b>Interview date</b>	01/12/20
<b>Start Date</b>	15/12/20
<b>How to apply</b>	Please send your CV and a completed ESTEEM application form outlining how you meet the Personal Specification to <a href="mailto:hr@esteem.org.uk">hr@esteem.org.uk</a> We understand that writing a letter isn't for everyone. If you would prefer to submit your cover letter in another way such as video introduction or presentation these are also welcome! If you would an informal discussion about the role please email Emma on <a href="mailto:emma.edwards@esteem.org.uk">emma.edwards@esteem.org.uk</a> or call 07395313874

**We are currently recruiting for a number of different youth work roles and are open to combining these roles into one appointment for the right candidate.**

**Please see all our current vacancies at [www.esteem.org.uk/jobsboard](http://www.esteem.org.uk/jobsboard)**

## Overview

This is an exciting opportunity to work for a growing charity that is passionate about giving young people the chance to develop their skills and confidence, both for their own benefit and for that of society.

The primary role of the Youth Worker is to work with the Project Worker and Programme Manager to support young people accessing Drop In and detached youth work activities. Your role is to ensure:

- sessions meet ESTEEM's aims and are in-line with National Benchmark Standards and National Occupational Standards for Youth and Community work.
- offer a holistic approach to personal and vocational development for those aged 14-26 years old
- facilitate a safe and supportive environment for young adults, staff and volunteers.

## Principal tasks and responsibilities

### *The Drop-in's*

1. Assist in running drop-in sessions for young adults from 6-8pm currently running on a Monday and a Wednesday
2. Maintain records of attendees and ensure relevant documentation is completed through debrief and keeping up to date with the organisations systems.
3. Uphold and encourage ESTEEM's safer spaces agreement throughout meetings.
4. Listen to the ideas of the Drop-in participants to plan the Drop-in activities with the youth team and encourage young adults to take a lead in developing new ideas.
5. Liaise with Project Worker to deliver sessions. Leading activities when required.
6. Share responsibility for closing down the building and maintaining high standards of health and safety when delivering sessions.
7. Safeguarding young people and raising any safeguarding concerns with the Safeguarding team
8. Signpost drop-in participants to ESTEEM opportunities and promote relevant events and projects
9. Championing the ideas of young adults and supporting youth activity assistants to deliver relevant and fun sessions for young adults to take part in new things and socialise with each other.
10. Attend further training when required both externally and internally.

### *Detached Work*

To assist in delivering a programme of detached work alongside our partner organisation Electric Storm Youth, for ages 11-19. This would include working with a team of other ESY youth work staff and also a team of volunteers. This role aims to initiate, develop and maintain positive relationships with young people. You will help identify key issues relevant to young people, and to support them in gaining accredited and/or recorded outcomes.

## Person Specification

<i>Experience</i>	Essential	Disareable
At least 2 years+ experience working with young people	✓	
An NVQ level 3 youth work qualification or above or equivalent	✓	
Experience of organising events & activities for and with young people	✓	
Experience of working with volunteers		✓

An awareness of working to safeguard children and vulnerable adults, including relevant training	✓	
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<i>Skills and Abilities</i>	Essential	Disareable
Have the energy and enthusiasm to inspire young people to be involved and stay involved in the project	✓	
The ability to be supportive and empathetic and work in a trauma informed way	✓	
Strong interpersonal and communication skills - particularly in relation to working with socially excluded young people	✓	
The ability to be assertive when necessary and deal with challenging behaviour	✓	
Ability to work autonomously as well as part of a team	✓	

<i>Personal Attributes</i>	Essential	Disareable
Helpful, cooperative and sensitive to the needs and feelings of others, seeking good intent in others with a commitment to the organisation being youth-led.	✓	
Ability to demonstrate and promote ESTEEM's core values and a commitment to working in an inclusive way.	✓	
Reliability, honesty, and a commitment to maintaining confidentiality	✓	
Approachability and flexibility in responding to emergencies and unforeseen events, and being able to use your own initiative in these circumstances.	✓	
Dynamic, energetic and imaginative with a good sense of humor	✓	

Please note that as part of our current guidelines due to Covid-19 we are not accepting paper applications and are currently only accepting applications submitted by email. If offered an interview you will be asked to complete a declaration and references form.

ESTEEM welcomes applications from all sections of the community. We value diversity and promote inclusion through our activities, as well as in our policies and working practices. This is reinforced by our culture and values, we seek to create an inspiring and inclusive place to work, where all feel valued and able to contribute to the organisation.

Successful applicants are required to undertake an Enhanced Disclosure via the Disclosure and Barring Service (DBS).