



VOLUNTEER ROLE DESCRIPTION

Job Title	Youth Worker (Part Time)
Job Holder	
Responsible to:	
Responsible for:	N/A
Hours:	

Main Duties:	<ol style="list-style-type: none"> 1. To effectively engage with young people to facilitate their social, personal and physical development through informal education 2. Organise and run community programmes, helping young people understand values and ideas, as well as building their confidence and life skills
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1. To effectively engage with young people to facilitate their social, personal and physical development through informal education

- Mentoring, coaching and supporting individuals, encouraging young people to develop their self-awareness, independence and individuality
- Identify where targeted youth support is needed and facilitate referrals and connections
- Stay informed on legislation, local and national issues and best practice in youth work
- Attend regular team and organisation meetings reporting key performance achievements / areas for improvement
- Deliver one to one and group interventions
- Help plan a varied programme of activities
- Provide a high quality, excellent customer / participant experience
- Building and sustaining relationships with young people
- Ensuring maintaining professional boundaries

2. Organise and run community programmes, helping young people understand values and ideas, as well as building their confidence and life skills

- Work collaboratively with young people to assess and identify specific needs
- Embed the quality framework into all recruitment and engagement activities
- Engage with stakeholders such as the Police, youth offending service and schools
- Assist on issue based workshops for young people
- Deliver holiday, evening and weekend sessions as required by the timetable
- Having conversations with young people, identifying issues affecting them and how their needs can be met
- Taking part in outreach activities, both independently and in partnership with other services
- Supervise young people on trips and outings
- Provide access to information and advice
- Encourage a warm friendly and safe environment



Other duties:

You will be required to undertake other duties from time to time as required and deliver training.

Any potential permanent changes to your role will be discussed, and agreement reached prior to being undertaken. You will be notified of any permanent change in writing. In addition to your normal duties, you may be required to undertake additional or other duties as necessary to meet the needs of the Foundation of Light.

Behaviour and professional expectations:

- Maintain working practices in line with Foundation of Light Equality and Diversity, Health and Safety and Safeguarding policies, self-awareness of own responsibility in these areas
- Ensure regulatory and legislative requirements are met at all times
- Conduct should reflect the Volunteer Behaviour Policy (Code of Conduct); uphold Foundation core values (as shown below) at all times
- Maintain the highest level of professionalism and confidentiality.
- Attend working groups and CPD session as required
- Build strong internal relationships
- Work in collaboration with colleagues to achieve the end goal
- Ensure positive organisational messages and culture are maintained
- Contribute to good housekeeping across all Foundation sites and equipment
- Follow the laid down policies and procedures at all times

Equality, Diversity and Inclusion Statement:

All individuals will be treated equally and fairly in the application of this procedure. All reasonable requests to accommodate requirements in terms of age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex or sexual orientation will be made.

Safeguarding Statement

We expect all staff, volunteers and partners to share our commitment to maintaining a culture of vigilance, and believe that all staff, volunteers and partners have a responsibility to report any concerns about the welfare of any child, young person or adult at risk.

Foundation of Light Values:

Innovative, Passionate, Excellence, Collaborative, Integrity, Agile.

Acceptance of the role description by the Volunteer:

Signed

Print Name

Date

Last review date:

Next review date:



PERSONAL SPECIFICATION

Requirement	Essential (E) or Desirable (D)	How Assessed (CV, Interview, Observation)
Skills and Abilities:		
Coaching	D	CV
Mentoring young people	E	CV
Informal tutoring	E	CV
Delivery of assemblies to wide audience; strong presentation skills	D	CV
Networking with customers and contacting schools	E	CV
Communication, written and oral	E	CV
Planning and control	E	I
Teamwork	E	CV
Work on own initiative	E	CV
Interpersonal	E	I
Conflict handling and resolution	E	I
Creativity and imagination relevant to the workplace	D	I
ICT and administration	E	CV
Ability to work under pressure and to tight deadlines	E	I
Group work facilitation	E	I
Multi-tasking	E	I
Excellent presentation and communication skills with the ability to influence, persuade and listen to others effectively	D	I
Personal Attributes:		
Self-motivated, able to use own initiative, confident and persistent	E	I
Commitment to the Foundation of Light's objectives and values	E	I
Positive and enthusiastic	E	I
Punctual and reliable	E	I
High aspirations and highest possible standards for young people	E	I
Non-judgemental, open-minded attitude	E	I
Flexibility in working, and positive approach to change	E	I
Current driving licence	D	I
Knowledge and Understanding:		
Supportive of young people's participation	E	I
An interest in young people	E	CV
Flexible, responsive and sensitive to needs	E	I
Patience	E	I
Responsible, reliable and trustworthy	E	I
A sense of fun	E	I
Commitment	E	I
Flexibility	E	I
Honesty and trustworthiness	E	I
Motivation and enthusiasm	E	I



Persistence in the workplace	E	I
Knowledge and understanding of working with young people	E	I
An understanding of the issues faced by young people	E	I
Experience:		
Minimum of two years working with young people	D	CV
Monitoring and evaluation mechanisms	D	CV
Experience of a multi-disciplined team in a youth work environment	D	CV
Ability to communicate with people at various levels	D	CV/I
Qualifications (or equivalent):		
Level 2 Youth Work qualification	E	CV
Level 2 IA	D	CV
Sports Coaching	D	CV
First Aid	D	CV
Driving Licence	D	CV
Safeguarding	E	CV