

<b>Job Description</b>	<b>Whalley Range Youth Opportunities Association (WRYOA)</b>	 <p style="font-size: small;">WHALLEY RANGE YOUTH OPPORTUNITIES ASSOCIATION Charity No. 512666</p>
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<b>Post Title</b>	Youth and Play Worker
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<b>Salary - PAYE</b>	<p>£12.05 per hour, 16 hours per week, equivalent to £10,025 per annum (FTE £23,497) plus employer pension contribution (5%). The employee pension contribution is 3%.          30 days holiday pro rata. Play work is additional hours.          The project is funded for one year.          Your normal working days will be Monday to Thursday.</p>
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<b>Purpose of job:</b>	
<ol style="list-style-type: none"> <li>1. To play a role in the delivery of, and assist with the evaluation of youth work programmes; promoting healthy, active and independent lifestyles to young people ages 11-19yrs. (Whiz Youth Project)</li> <li>2. To play an active role in the delivery of holiday play schemes, providing activities to children ages 6-12yrs. (JNR8 Play Scheme- additional hours)</li> </ol> <p>Helping to hold a safe, stimulating, and supportive environment where children and young people learn to;</p> <ul style="list-style-type: none"> <li>• Treat themselves and others with kindness and respect</li> <li>• Discover exciting new ideas and activities they are unlikely to experience anywhere else</li> <li>• Have fun, play, laugh, learn, experiment, make mistakes and thrive</li> <li>• Grow into motivated, positive, resilient and caring citizens</li> </ul>	

<b>Key relationships:</b>
<p>Reporting to: the Project manager/Coordinator          Responsible for: liaising with sessional workers</p>

<b>Key Tasks:</b>
<b>General Responsibilities:</b>
<ul style="list-style-type: none"> <li>• To be a member of the small WRYOA team and play an active part in the life of the charity</li> <li>• To provide a positive interface with partners, children and young people and the public</li> <li>• To work in line with the charity's policies, development plans and objectives and to contribute to their development</li> <li>• To undertake training as and when required</li> <li>• Undertake any other related responsibilities commensurate with the evolving objectives of the post and evolution of WRYOA, as may reasonably be requested by the Project manager/Co-Ordinator</li> </ul>
<b>Operational responsibilities:</b>
<ul style="list-style-type: none"> <li>• To maintain positive relationships with our partner organisations in the health and wellbeing, youth work and community development sectors.</li> <li>• To deliver a high quality programme of activity to promote healthy, active lifestyles among vulnerable children and young people in Whalley Range</li> </ul>

reflecting the diversity of the community we serve.

- To encourage the involvement of children and young people in the development of WRYOA and in the wider community
- To encourage the participation and inclusion of children and young people and see that their ideas contribute fully to the delivery of activities and/or projects.
- To ensure that the activities which the team offers are appropriate, imaginative and that they produce the project's outcomes.
- To promote and communicate the aims of the project, and demonstrate a positive and supportive attitude to children and young people, including those with challenging behaviour and additional needs.
- To operate within the project budgets and not to undertake any unauthorised expenditure without agreement from the Project Manager/Coordinator.
- To liaise with sessional staff delivering specialist activities e.g. Thai boxing, balloon modelling
- To support volunteers supporting the sessions.
- To update social media and networking sites i.e. website, Facebook, Instagram and Twitter regularly.
- To ensure that work is carried out in a planned and coordinated way.
- To ensure that all necessary sessional reporting is carried out.

Whiz Youth Project only

- To encourage the participation of young people in the Duke of Edinburgh Award as well as support, and record work that is related to the DofE award.
- To provide one to one support, offering advice and guidance to young people aged 11 – 19 years.

### **Monitoring and Evaluation**

- To ensure that all necessary information and evidence is gathered from participants, partners, and the wider community.
- To contribute to project reports to the Management Committee, funders and other stakeholders, including contributing to final reports.

### **The Charity:**

- To contribute actively to planning days and the AGM.

### **Marketing and Communications:**

- To make use of social media where appropriate, always having regard to the need to protect children.

### **Secondary duties**

- To assist the Project Coordinator in the management of students, apprentices and volunteers on work placement within WRYOA
- To be jointly responsible for the upkeep and maintenance of the company's project equipment and resources.
- To undertake new and additional tasks as appropriate to the role.

**Contacts:**

- Other members of the WRYOA team
- The Management Committee
- Funding bodies and sponsors
- Organisations with whom WRYOA has working relationships
- Members of the public
- Local and regional media
- GM Police and other agencies

**Person Specification****Youth and Play Worker****Requirements****Selection criteria****Essential****Experience and Knowledge**

- Qualification in youth work (minimum Level 3) or equivalent by experience
- At least two years' experience of planning and delivering creative youth work programmes
- Experience of delivering project ideas with children and young people from diverse communities
- Awareness of current health and wellbeing issues facing children and young people
- Awareness of the needs of marginalised children and young people within South Asian communities
- Experience of team working
- A strong working knowledge and use of social media and networking sites i.e. Facebook, Instagram, Twitter
- Experience of monitoring project outcomes

**Skills and abilities**

- Ability to communicate clearly and concisely with people from a wide range of backgrounds
- Good verbal and written communication skills
- Appropriate IT skills, including word processing and spreadsheets
- Have a strong digital skills base and confidence using a range of software and applications
- The ability to work on your own initiative and the ability to prioritise and work to deadlines

<b>Personal Qualities and Commitments</b>	<ul style="list-style-type: none"> <li>• Commitment to promoting equality and anti-discriminatory practice and fostering good relationships between diverse groups</li> <li>• Commitment to involving and empowering children and young people</li> <li>• Commitment to continued personal and team development</li> </ul>
<b>Desirable</b>	
<b>Experience and Knowledge</b>	<ul style="list-style-type: none"> <li>• Ability to engage and build confidence with people of differing abilities and cultural backgrounds, including South Asian and migrant communities</li> <li>• Experience and skills in a particular area, eg arts, dance, media, sport or cookery</li> <li>• Experience of working the Duke of Edinburgh Award-training will be provided to a successful applicant</li> </ul>
<b>Work circumstances</b>	
<ul style="list-style-type: none"> <li>• Based at the WRYOA base at JNR8 Youth and Community Centre, on outreach work and out on occasional trips/residentials</li> <li>• Additional paid work on our holiday play schemes is a requirement, although there will be some flexibility with this. Training will be provided.</li> <li>• In addition to evening sessions, occasional weekend working may be required</li> <li>• Casual car user allowance is payable for authorised trips</li> <li>• Appointment subject to an enhanced Disclosure and Barring Service check</li> <li>• Must attend safeguarding training, and other required training</li> <li>• WRYOA operates a strict no smoking/drugs/alcohol policy</li> </ul>	

WRYOA is an equal opportunities employer and operates an appraisal system for all its employees to help with their training and development needs.

WRYOA is committed to safeguarding and promoting the welfare of children and young people. All candidates must undertake or have undertaken a valid WRYOA Enhanced Disclosure and Barring Service (DBS) check, and attend safeguarding training relevant to our work