



"Serving to inspire, educate and strengthen our community"

thehubathenley.com 01564794042.

Registered Charity Number 1160710

Job Description

Post Title: Youth Leader or Qualified Assistant Youth Leader (part time)

Salary Range £12.90 to £13.42 per hour min. 2 hours per session.

Evening Sessions required. Opportunity to also work afternoon sessions if desired.

Purpose of the job:

- As part of a team, work with young people in order to further their personal and social development through informal education.
- To be actively involved in the Hub @ Henley Community Centre's youth work provision.
- Help meet the identified needs of young people and encourage greater self-esteem, self-confidence and self-worth through raising aspirations.

Organisational Structure:

Youth Leaders and Assistant Youth Leaders are employed by the Hub @ Henley Community Centre CIO and work in accordance with the organisation's policies and procedures. They report to the Youth & Community Manager.

Key duties include:

- (a) Working directly with young people to develop their social education by providing a programme of activities, events and projects.
- (b) Establishing contact, develop and maintain positive relationships with young people as part of local programmes.
- (c) Provide advice, guidance and information where required and where appropriate refer young people onto more specialist services
- (d) Assisting in the motivation, retention, development and support of staff and volunteers.
- (e) Assisting with service development by contributing to programme planning, monitoring and evaluating provision, and attending staff meetings.



- (f) Day to day administration to ensure the smooth running of the youth club.
- (g) Implementing Equal Opportunities Policies.
- (h) Adhering to Health and Safety practices.
- (i) To undertake any other duties commensurate with the post at a level consistent with the principal responsibilities of the job.
- (j) Implementing the Safeguarding policies and procedures that are in place at the Hub.

Training and Development:

All new staff are subject to a probationary period. A review of performance against the above duties will be conducted at 3 months to assess competence against the above duties and especially in making positive relationships, contributing to the overall planning and delivery of the “project” and understanding youth work principles. A training plan will be developed to assist staff development in areas identified during supervision.

New staff will be subject to an enhanced DBS check.

Person Specification

Youth Leader (part time) / Assistant Youth Leader (part time)

Level of appointment will be established by interview, references, DBS check and from the letter of application. A higher level of attributes will be required at Youth Leader level.

Attributes	Essential	Desirable
1. Education & Training	Trained in youth work or be willing to undertake related training.	Some youth work or related experiences with young people
2. Relevant Experience	Assisting in the delivery of youth work or other organised activities with young people.	Work with challenging young people Recent involvement in work with the community
3. Knowledge	Knowledge of issues facing young people. Experience of addressing these in the community.	Knowledge of issues facing young people locally.



4. Skills & Abilities

Ability to form and sustain positive relationships with young people.
 Experience of decision making.
 Possession of an appropriate skill.
 Ability to plan (with others) an event/activity

Possession of a skill relevant to youth work e.g. arts or outdoor activities, sport, special issues with boys, use of ICT, social media, counselling etc.
 Sports coaching experience useful.

5. Motivation

Demonstrates enthusiasm and commitment.
 Really wants to work with young people.

6. Attitudes

Committed to equality of opportunity.
 Reliable
 Willing to contribute to team working.
 Open minded, caring and enthusiastic

For Further details or informal discussion email **Lauren**, the Youth & Community Manager:
lauren.thehubathenley@gmail.com

Send job application to :

The Trust Administrator, The Hub Office, 2 The Coach Houses, High Street Henley in Arden, B95 5FN

Or email: thehubathenley@gmail.com Website: thehubathenley.com