

JOB DESCRIPTION

Job Description: Volunteer Youth Support Worker

Responsible to:	Young people attending sessions.
Job Type:	Volunteer
Grade:	n/a
Hours per week:	n/a
Working weeks:	n/a
Location	King Alfred's Centre Site – Sweatbox Youth Centre Wantage Primary Academy – Sweatbox at Kingsgrove.

MAIN PURPOSE AND SCOPE OF THE JOB

Sweatbox Youth Centre is a service supporting 11-18-year-olds across the OX12 area. Run and managed by an experienced and professional Youth Worker team and supported by a large team of Volunteer Youth Support Workers.

Our unique service is supported by running open-access youth clubs, specialist youth clubs and detached outreach work in the community. We support over 650 young people per year. Volunteers provide an essential contribution to ensure all of our youth club sessions are run safely and effectively.

DUTIES AND KEY RESPONSIBILITIES

Volunteer Youth Support Workers support at some or all of our weekly youth sessions, including open access youth clubs, Young Carers group, SEND youth club and special events.

Activities may include:

- Setting up, running and packing away activities at youth clubs.
- Supporting young people and signposting to further services or support where needed.
- Taking turns on the session rota, which includes working on the coffee bar, main activity, music/karaoke and on the front gate.
- Accompanying groups of young people on trips.
- All volunteers must adhere to the volunteer agreement and act in accordance with policies and procedures.

GENERAL RESPONSIBILITIES (This list is not exhaustive).

Support for Young People

- Under the direction of the Youth Centre Manager or Senior Youth Worker, carry out pre-determined tasks and/or perform general duties responding to the needs of the Young People.
- Establish and maintain supportive relationships with individual young people or small groups.
- Support inclusion in the youth centre, ensuring young people feel involved and included.

Support for the Youth Work team

- Help to prepare the youth centre for sessions.
- Undertake support activities for the session as required.
- Ensure that information relating to a child's safety is shared effectively and sensitively with the Session Leader, Youth Work Manager or Senior Youth Worker.

Support for the Youth Centre

- Develop and maintain effective working relationships with staff.
- Contribute to the maintenance of a safe and healthy environment.
- Provide support for events and trips.
- Commit to promoting and safeguarding the welfare of all young people.
- Participate in training sessions or safety briefings relevant to your role.

GENERAL RESPONSIBILITIES

- Being aware of and complying with policies and procedures relating to child protection, Health & Safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.
- Ensuring compliance with the Trust's Equal Opportunities and Equalities Policies and taking an active role in promoting equality and diversity.
- Promoting the Trust's policies on behaviour and demonstrating a commitment to providing a caring and stimulating environment and improving standards for all young people.
- Undertaking such other duties as reasonably correspond to the general character of the post
- Whilst every effort had been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified.
- Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description.

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Cambrian Learning Trust is committed to safeguarding and promoting the welfare of all children and preventing extremism; all staff must ensure that the highest priority is given to following the guidance and regulations to safeguard children and young people. The successful candidate will be required to undergo an Enhanced Disclosure from the Disclosure and Barring Service (DBS) as part of their job role.

PERSON SPECIFICATION & SELECTION CRITERIA

Specification (Job Related)	Essential	Desirable
Education, Qualifications and Professional Development	<ul style="list-style-type: none"> Volunteers must agree to participate in and complete the pre-requisite training required to be an approved volunteer. 	
Knowledge	<ul style="list-style-type: none"> Good communication skills, including speaking and listening Ability to develop and maintain effective working relationships with young people, staff and parents Ability to engage with young people of various ages and abilities, demonstrating patience and empathy. 	
Experience	<ul style="list-style-type: none"> Enthusiasm to engage young people in the task being undertaken Respectful and approachable manner. 	<ul style="list-style-type: none"> Experience of working with young people.
Skills	<ul style="list-style-type: none"> Able to professionally support and engage with young people. 	<ul style="list-style-type: none"> Able to signpost and refer young people to other support services.

CAMBRIAN

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Special Requirements:		
Equal Opportunities:		