

## Job Description

**Youth Worker / Lead**

**20 – 40 hours per week**

**£25,000 – £28,000 (pro rota - depending on experience)**

**Job Title:** Youth Worker / Lead  
**Delivery location:** West Somerset  
**Reports To:** Paul Matcham (CEO)  
**Employer:** Minehead Eye, 1A Mart Road, Minehead, Somerset TA24 5BJ  
**Hours:** Part Time to Full time hours as appropriate  
**Pay:** £25,000 - £28,000 (pro rota)

### Overview

Plan, organise and deliver a range of activities and programmes in youth clubs, within Minehead Eye and across West Somerset community settings.

Proactively link with key youth and community organisations and professionals to provide positive activities and opportunities for young people.

Be actively involved in leading or supporting face-to-face youth work with young people in a way which meets the needs of young people and the requirements of the Somerset Young People's Plan and the NHS Public Health Plan.

To identify the needs and required support of young people and devise, contribute or lead appropriate collaborative programmes and curriculum to meet them.

### Main Purpose of Job

To oversee and co-ordinate the youth work undertaken by the organisation as well as the running of Minehead EYE Clubs. Being an initial point of contact for certain youth projects, partner and key agencies along with representing Minehead Eye. Taking the lead and making associated decisions for some delivery sessions in order to ensure effective delivery of youth work. This includes overseeing the use of evaluation and monitoring systems in relation to delivery and impact.

The post holder will work within a general framework of recognised procedures to assist with the identification of possible programmes and curriculum and have a degree of interpretative freedom in this regard.

To be a full member of the EYE team and offer flexibility with the role. Supporting the daily workings of the eye in all areas as needed. E.g. opening the building, preparing for customers, serving in the café, end of day cleaning etc.

### General Duties

- To work with young people in a club, project, school, the Eye centre or outreach setting across West Somerset to establish positive relationships; identify young people's interests, required support, needs and contribute to addressing them.
- Work with a diversity of other agencies/organisations to achieve a collaborative working model that best supports West Somerset's young people.

- To support the effective running of the centre. This includes working within all areas of the building, this will include the café, office and activity spaces as required
- To make an effective contribution to the capacity of the organisation to deliver youth work which is educative, empowering, participative and fun and which also reflects equality of opportunity and diversity in all regards. Also to make young people aware of the positive activities and opportunities and support available to them via partner agencies.
- Assisting with the centres day to day working including, reception work, serving in the café, cleaning where needed.
- To assist in maintaining the hygiene of the building, following established policies and procedures. To work closely with staff to ensure the upkeep of all buildings and its resources are effective and efficient.
- To establish supportive and effective working relationships with other staff and work as an effective team member within the organisation and partner teams.
- To take responsibility for Minehead EYE's youth work/club delivery including project, outreach, detached or other youth work session if required. To give associated direction to other staff and volunteers as part of this delivery session if required.
- In fulfilling the main tasks, to adhere to the procedures and policies as required in order to comply with Minehead Eye policies and legal requirements e.g. Health and Safety, Child Protection Safeguarding, Data Protection, Equality and Diversity and Financial regulations. Any concerns in this regard to be brought to the attention of the relevant line manager.
- To contribute to the development of relationships with community groups and other agencies and locality/area-based colleagues if required.
- To contribute to the collation of required management information and administrative requirements under the guidance of a line manager.
- The post holder may be required to undertake additional duties commensurate with this level of post.

### **Development**

All Minehead Eye staff are expected to have regular appraisals and attend relevant training opportunities when possible. If appointed as a Worker in Training the post holder is required to work towards an NVQ / VRQ Level 3 (Youth and Community) work qualification within 2-3 years. A level of Minehead Eye support is expected to progress with these expectations. The contracted hours include a requirement to attend team and other meetings, supervision and training which will be notified in advance.

### **Terms and Conditions**

**Hours of work:** Negotiable between 20-40 hours per week. Involving evenings and potential weekend day commitment

**Pay -** £25,000 – £28,000

**Annual Leave:** 28 days per year

**Contract type:** Permanent

**Other:** The post requires an enhanced DBS check and is subject to satisfactory completion of a six-month probationary period

**Closing date:** 5pm, Sunday 15<sup>th</sup> December 2024

**Interview date:** Wednesday 18<sup>th</sup> & Thursday 19<sup>th</sup> December 2024

