

Job Description

Job Title	Youth Worker
Salary	£19,000 pa (subject to qualifications and experience)
Hours	30 hours per week
Location	Thame
Report to	Chair of Committee

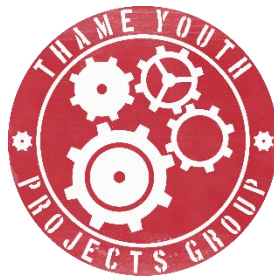
Main Purpose of Role

To be responsible for the running of the existing Thame Youth Cafés, development of new detached youth work in and around Thame and develop and implement plans for permanent youth premises.

Key Tasks and Responsibilities

General

- This role is subject to an Enhanced DBS check
- To market using relevant communication tools across age-groups and interested parties, including appropriate use of Social Media
- Be responsible for the recruitment, day-to-day management and development of volunteers as appropriate.
- Establish and maintain effective working relationships with other relevant agencies involved in the provision of services to support young people.
- Raise awareness of youth work provision and needs with community groups and external organisations.
- Assist and lead on securing external funding for the continuation of the work of Thame Youth Projects Group.
- To attend supervision meetings and annual appraisals and to contribute to committee meetings and training courses as required.
- To ensure the health and safety of young people at all times, including the adequate completion and implementation of risk assessments for all work undertaken by your team.



- be responsible for the induction of new volunteers
- run volunteer meetings on a regular basis
- help determine and review policies on an on-going basis & to make the committee aware of changes in legislation or best practices
- manage and record day to day expenditure within budget requirements
- ensure website is kept up-to-date with relevant information

Thame Youth Café

- be responsible for the day to day running of the café
- plan programmes, activities and review accordingly. Ensuring they are engaging for the young people
- initiate and build relationships with the young people
- inform, empower and support young people
- Develop a young volunteer programme
- ensure suitable records are taken, maintained and stored.
- ensure that club policies are adhered to by all leaders and young people
- assign responsibilities to other volunteers on the team

Detached Work

- Create and develop a detached work programme in-line with conducting appropriate research and ensuring sign-on of major stakeholders.
- Develop a volunteer workforce to support and help implement detached work
- Work closely with police and other relevant agencies to identify hot-spots and issues and work together to combat them

Premises

- Explore local opportunities for a permanent site
- Develop plan alongside the committee
- Lead on securing external funding for the development of a permanent space for young people in Thame