

## Youth and Community Session Support Worker

**Reports to:** Youth and Community Programmes session manager

**Contract:** Zero-hours, ad hoc hours as required

**Rate:** £10.88 per hour

This role will provide support to the delivery of youth and community work at Coin Street to improve the health, wellbeing and resilience of young people, families and adults and enhance community cohesion through our programme of youth and community sessions and events.

### KEY RESPONSIBILITIES

1. Deliver high quality activities to develop people's social connections, fitness and wellbeing through fun, challenging and educational activities in an informal setting.
2. Lead on specific areas of responsibility or projects (e.g. music, sport, arts, healthy eating and crafts or ICT) to improve the health and wellbeing, skills and life experiences of local people.
3. Develop positive relationships with people to encourage inclusive and active involvement taking into consideration special needs, gender, and peoples' ethnic, cultural and linguistic backgrounds.
4. Contribute to planning and evaluation of the youth and community programmes to deliver high quality provision that meets the physical, intellectual, social and emotional needs of local young people and adults.
5. Work in partnership with parents and carers, colleagues, professionals and stakeholders to best support young people and adults when needed.
6. Plan, supervise and react in the sessions to maintain the health and safety of young people and adults at all times.
7. Be vigilant of possible safeguarding issues and concerns during activities and respond appropriately by informing the session manager immediately.
8. Manage elements of weekly sessions with up to 25 participants (as part of youth and community programmes team) and support larger community events, trips, outreach and one-off projects.
9. Support the impact measurement and achievement of outcomes and outputs for the activity/event with basic administration and registration tasks.

## GENERAL REQUIREMENTS

- To comply with Coin Street's Equal Opportunities policies.
- To comply with Coin Street's Health & Safety policies.
- To comply with Coin Street's Safeguarding policies.
- To comply with Coin Street's ICT policies and procedures.
- To promote an organisational culture that reflects Coin Street's values:
  - *Creative: By looking for solutions rather than problems I will find better ways of doing things*
  - *Collaborative: By respecting the views of others we will learn, grow, and achieve more together*
  - *Committed: I do what I say I am going to do and do the best job I can.*

## PERSON SPECIFICATION

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### KNOWLEDGE AND EXPERIENCE

Possess a relevant qualification in working with people in a community setting or willing to undertake training

At least one year's relevant experience in working or volunteering with community groups/ young people

Recently trained in safeguarding, diversity, health and safety or willing to undertake in house training

### SKILLS AND PERSONAL QUALITIES

A personal commitment to and enthusiasm for Coin Street's purpose and values

Confidence in managing challenging behaviour in a calm and positive manner

Ability to react effectively to the needs and ideas of people in the sessions

Being alert to potential safeguarding issues and responding or reporting as needed

Participation in the creation of content for programmes and the ability to plan this effectively

Reacting to concerns around behaviours of participants in an activity/ event

Responding rapidly to health and safety issues within an activity/ event

Excellent communicator with a high level of customer service skills

Positive, enthusiastic and confident approach

Good computer skills in Word, Excel and Outlook

Ability to grasp and retain information, learn new skills and multi-task

Team player and able to work confidentially on own initiative

Good time management, reliable and have an organised approach

Flexible and 'can do' attitude and able to commit to working mainly evenings and/or weekends as required

I have read and agree to the above role and responsibilities.

Employee name: ..... Signature: ..... Date .....

Line Manager name: ..... Signature: ..... Date .....