**JOB DESCRIPTION**

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**Senior Youth Support Worker**

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| ***Main Function of Position***The Senior Youth Worker will lead on the planning and delivery of a targeted youth programme at the Nantwich Youth & Community Centre (NYCC).  |  |
| **PROPOSED GRADE** |  £15.21 per hour. |  |
| **HOURS** | 9 hours per week |  |
| **Responsible To:** | Chair/Committee |  |
| **Responsible For:** |  Line management responsibility for 1 x youth worker |  |
| ***Specific Responsibilities:***1. Lead on the planning and delivery of a youth programme at the NYCC (supported by a youth worker).
2. Create a safe and welcoming environment where young people can develop new skills and engage in a range of activities that suit their needs
3. Develop and maintain positive relationships with young people, including listening to feedback, while allowing the delivery of effective youth work and ensuring the young person’s well-being.
4. Build relationships and promote the NYCC service to schools, colleges and the wider community (including) using social media and via the website.
5. Work with partner agencies to engage young people in various awareness raising activities including for example supporting mental health and promoting healthy lifestyles.
6. Work with the committee to develop systems of measurable outcomes for the NYCC youth provision including membership levels at the club and engagement in activities.
7. Update the membership database being aware of GDPR regulations and communicate with members on a regular basis informing them of activities.
8. Work with systems in line with NYCC policies and procedures.
9. Support the delivery of safeguarding training for staff and volunteers (working with partner organisations) and the safeguarding lead as directed.
10. Work harmoniously with volunteers to support the work of the club.
11. Ensure all safeguarding policies and procedures are adhered to and young people are safe from harm or exploitation.
12. Contribute to risk assessments and reporting. Be health and safety aware. Be willing to undertake training as required.
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| **CRITERIA** | **DESIRABLE** | **ESSENTIAL** | **METHOD OF****ASSESSMENT** |
| **Qualifications** |  | **General Education****Level 2 or above in Youth Work or equivalent experience** | **Application****Certificates****Interview** |
| **Experience** |  | **A commitment to and or experience of equality and diversity****Knowledge of young people and the issues and barriers they face****Good communication skills with young people and listening skills****Empathy****Ability to feedback****Flexible****Resilient****Self-motivated** | **Application****Interview****Certificates** |
| **Technical, Specialist or job-related knowledge** | **Digital native’ skills including social media, WordPress.****Being a digital native is an advantage as are any additional skills/hobbies such as gaming, sports, cooking or creative skills.** | **‘** | **Application****Interview****Certificates** |
| **Theories, Techniques, Concepts** |  | **Be creative and capable of promoting the NYCC to young people.****Able to plan, deliver and evaluate the youth programme and activities. Be flexible to change.** | **Application****Interview****Certificates** |
| **Procedures, Policies, Legislation and Organisational Structures** | **General awareness of national youth support agenda and related framework and documents.** | **Awareness of working within safeguarding frameworks.** | **Application****Interview****Certificates** |

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| **NYCC****Job Application Form** |

**Instructions**Thank you for considering job opportunities with the Nantwich Youth & Community Centre (NYCC). Please complete all sections on this form and return to hello@nycc.uk . Please feel free to contact hello@nycc.uk should you have any questions.

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| **1. PERSONAL DETAILS**

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| --- | --- | --- | --- |
| Surname:  |       | Initials:  |       |
| Former surnames if different: |       | Preferred Name or Title (Optional): |       |
| Address: | Tel No (home):  |       |
| Tel No (mobile): |       |
|  | <Post Code> | Fax No: |       |
| E-Mail address: |       | Nat. Insurance No: |       |
| Nationality:  |       | If you are not a British passport holder, or you do not have the permanent right to remain in the UK, you will require a work permit. |
| Do you need a work permit to be employed in the UK? | ☐ Yes  ☐  No | If you already have a work permit, when does it expire?       (Please note that your current work permit may not be valid for this post.) |
| Where did you learn of the post? |       |

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**2. ROLE DETAILS**Please indicate the role applied for, and if more than one role please indicate each role:

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| **Role** | Please put an X next to the role or roles |
| Youth Club Leader |       |
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| **3. EDUCATION AND PROFESSIONAL QUALIFICATIONS**

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| Name of institution (School / College / University/training provider) | Dates | Subject / Examinations taken | Result / Grade Obtained |
| From | To |
|       |       |       |       |       |
|       |       |       |       |       |
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| Professional Qualifications and training;      |

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| **4. PRESENT POST**

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| Title of Post:  |       | Salary/Grade:  |       |
| Name of Employer:  |       | Business of Employer:  |       |
| Address:<Address 1><Address 2><Address 3><Post Code> | Date Commenced:  |       |
| Date Ended (if applicable): |       |
|  |  |  |
| Please outline your responsibilities:      |

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| **5. PREVIOUS EMPLOYMENT**(Please list most recent first. Use continuation sheet if necessary.)

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| Title of Post:  |       | Salary/Grade:  |       |
| Name of Employer:  |       | Business of Employer:  |       |
| Address:      | Date Commenced: |       |
| Date Ended: |       |
| Reason for leaving:  |       |
| Please outline your responsibilities:      |

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| Title of Post:  |       | Salary/Grade:  |       |
| Name of Employer:  |       | Business of Employer:  |       |
| Address:      | Date Commenced: |       |
| Date Ended: |       |
| Reason for leaving:  |       |
| Please outline your responsibilities:      |

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| Title of Post:  |       | Salary/Grade:  |       |
| Name of Employer:  |       | Business of Employer:  |       |
| Address:      | Date Commenced: |       |
| Date Ended: |       |
| Reason for leaving:  |       |
| Please outline your responsibilities:      |

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| **6. OTHER INFORMATION**

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| If selected for interview, do you require any special arrangements to be made?  | ☐  Yes      ☐  No      |
| If “yes”, please give brief details; |

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| **7. YOUR SKILLS, EXPERIENCE AND VALUE****In the space provided please indicate;****1. Why you have applied for this role?****2. What skills, knowledge and experience you bring?****3. How do you meet the role profile applied for?****4. Anything further that will aid your application.*****Please continue on a separate page if necessary*** |  |

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| **8. REFERENCES**

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| **Referee 1** | **Referee 2** |
| Title (Mr, Mrs etc):  |  | Title (Mr, Mrs etc):  |  |
| Full Name:  |  | Full Name:  |  |
| Job Title:  |  | Job Title:  |  |
| Organisation:  |  | Organisation:  |  |
| Address: | Address: |
|  |  |
|  |  |  |  |
| Tel No:  |  | Tel No:  |  |
| E-mail address:  |  | E-mail address:  |  |
| Fax No:  |  | Fax No:  |  |
| Please state if we may obtain this reference prior to interview. | ☐ Yes        ☐ No | Please state if we may obtain this reference prior to interview. | ☐ Yes        ☐ No |  |

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| **9. DECLARATION**

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| I declare that the information given in this application form is true and complete. I understand that if I have given any misleading information on this form or made any omissions, this will be sufficient grounds for terminating my employment. |
| Signature:  |  | Date:  |  |
| Name:  |  |  |
| The information provided by you on this form as an applicant will be stored either on paper records or a computer system in accordance with the Data Protection Act 1998 and will be processed solely in connection with recruitment. |

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