



## Application Pack

Five Lamps is an award-winning social enterprise committed to tackling social, economic and financial exclusion from our base in Stockton-on-Tees

### Senior Youth Participation Worker

Salary: SCP 12 (£9.15 per hour)

We are seeking to appoint an experienced Youth Worker to lead on our VIBE sessions on a Tuesday and Friday evenings. VIBE sessions are for young people aged 7- 21 years with physical and learning disabilities, where they take part in a wide range of activities and workshops aimed at teaching new skills whilst having a great time.

As a Senior Youth Participation Worker you will be responsible for the running of the sessions and the operational management of a small team of Youth Workers.

To apply, download an application pack from our website [www.fivelamps.org.uk/about/vacancies/](http://www.fivelamps.org.uk/about/vacancies/)

The closing date for this post is 20 September 2019 @ 17:00. If you have not had a reply by 27 September 2019 please assume your application has been unsuccessful.

For an informal discussion about this post, please contact Darren Iveson, Youth Services Manager on 07894567938

**Job Description**

**Senior Youth Participation Worker**

<b>Location:</b>	'The Youthy', Thornaby, Stockton- on- Tees (primarily) but may be expected to work at any venue where the service is delivered
<b>Hours:</b>	8 hours per week, evenings. Flexible hours (weekend working may be required). Tuesdays and Fridays 5pm – 9pm.
<b>Responsible to:</b>	Youth Services Manager
<b>Salary Scale:</b>	SCP 12 (£9.15 per hour)
<b>Job Purpose:</b>	To be responsible for encouraging participation and involvement of young people in co-ordinated activities; working with young people on issues relevant to their personal development; assisting with the day to day operation of the service including all aspects of health and safety.
<b>Contract Period:</b>	Permanent

**Duties & Responsibilities**

- To provide support to the Youth Services Manager in the management of the Youthy staff and programmes, taking a lead role and being the main point of contact for the VIBE sessions
- To improve the quality of life of young people, by actively encouraging participation and involvement in co-ordinated activities and events
- To build positive relationships with young people to encourage positive outcomes which effect a lasting change
- To lead specific activities and workshops, including their planning, resourcing, accreditation and quality assurance
- To support the development and promotion of an annual programme of activities and special events for young people
- To measure the quality of services provided and their outputs, keeping appropriate detailed records and producing high-quality reports and performance data in an agreed format
- To promote the work of Five Lamps, raising the level of involvement of young people in community initiatives and integrating young people into other Five Lamps' projects
- To assist in the day to day operation of 'The Youthy' and any other centre from which services to young people may be delivered
- To operate administration systems, booking procedures and the management of petty cash in line with the Organisation's procedures
- To work as a member of a multi-disciplinary team in a co-operative and supportive way
- To maintain the highest standards of customer confidentiality at all times

- To demonstrate a commitment towards your own continuous personal development
- To monitor and maintain quality throughout the different areas of the service in relation to the external quality standards and inspection bodies and organisations
- To interface and make referrals to other Five Lamps projects
- To implement Five Lamps' policies on Health and Safety and Equal Opportunities at all times
- To undertake any other duties and responsibilities as may be reasonably required within the scope of the post

**Senior Youth Participation Worker**

Factor	Essential	Desirable
<b>Qualifications</b>	<p>Qualification in Youth Work</p> <p>Good standard of general education in particular English Language and Mathematics</p> <p>Food Hygiene Certificate</p> <p>First Aid Certificate</p>	<p>At least one years' experience of managing and supervising staff</p>
<b>Experience/Knowledge</b>	<p>At least one year's experience of working with young people with a broad range of disabilities</p> <p>Awareness of issues affecting young people, particularly those with physical and/or learning disabilities</p> <p>Experience of leading and motivating teams</p> <p>Awareness of issues affecting individuals from disadvantaged areas</p> <p>Proven ability to liaise and work in partnership with other agencies and parents/carers of young people with disabilities.</p> <p>Commitment to the standards set out in 'Transforming Youth Work'</p> <p>Awareness of data protection and customer confidentiality</p> <p>Understanding of safeguarding procedures.</p>	<p>An understanding of Five Lamps service portfolio</p> <p>Detailed working knowledge of local and national advice and support agencies</p>
<b>Skills/Abilities</b>	<p>The ability to maintain effective professional relationships with young</p> <p>To develop a structured and engaging programme of activities for young people that address their needs</p> <p>To encourage participation and involvement in all aspects of the planning and delivery of the provision</p> <p>A range of sport, arts and youth work skills</p> <p>Accuracy and attention to detail</p> <p>An ability to motivate and build confidence</p>	<p>Experience of multi-agency working</p>

	<p>Skills in planning and securing involvement</p> <p>An ability to lead, manage and record a specific activity</p> <p>The ability to effectively monitor, report on and evaluate work undertaken</p> <p>A passion for service quality</p> <p>Excellent communication skills</p> <p>A commitment to improve the quality of life and aspirations of young people</p> <p>The ability to carry out financial and administrative procedures</p>	
<p><b>Other (eg attitude, interests etc.)</b></p>	<p>Team Worker with flexible attitude to duties and hours of work</p> <p>Committed, enthusiastic, reliable</p> <p>Capacity for innovation and creativity</p> <p>Genuine interest in working with the local community</p> <p>Willing to undertake further training relevant to the post</p> <p>Flexibility to operate within a constantly changing environment</p> <p>Strong focus on customer care</p> <p>Drive and determination to achieve excellence</p> <p>Ability to keep calm under pressure</p> <p>Empathic to customers' needs</p>	<p>Understanding of Five Lamps mission, vision and values</p>