# JOB DESCRIPTION

**Job Title:** Youth Leader

**Responsible for:** Little Monsters Club (5-10yr olds), YOUnity Youth Club (11-17yr olds)

**Salary:** £15 per hour, 12 hours per month Weekly Wednesdays 3:30pm to 6:30pm

**Contract:** 12-month fixed term

**Location:** The Place, Northlands Pavement, Pitsea. SS13 3DU **Reporting to**: The Heart of Pitsea Project Coordinator **Main Purposes of Job**

To support children and young people aged 5 to 17 at a weekly youth club, to improve social skills, self-esteem and have fun through games and arts and crafts activities. To complete registration, oversee activities and be aware of young people’s whereabouts.

This club is funded by Heart of Pitsea as part of the Big Local Lottery Fund.

# Main duties and responsibilities

The postholder will:

* Run the club in accordance with the principles of Safeguarding and Health & Safety
* Be responsible for resolving conflicts and emergency incidents
* Plan a range of stimulating activities and resources for the club
* Vary activities according to the needs of the children and young people
* Maintain an accurate register and facilitation report records
* Ensure all registers and registration forms are kept confidentially
* Support the children and young people to have fun, learn new skills and make friends
* Be the point of contact for parents and visitors entering the clubs
* Other - undertake initiatives and tasks outside of the clubs as requested by the Heart of Pitsea Partnership related to youth provisions, including working at seasonal events.

# Training and Development

* Participate in relevant training and development as required by Essex Safeguarding Board and national legislation.

# Health and Safety

* Adhere to all Basildon, Billericay & Wickford CVS’s policies and procedures in relation to safeguarding, health and safety and ensure all necessary training needs are met

# Working practices/general

* Have an awareness and understanding of all relevant BBWCVS policies and procedures.

# Safeguarding

BBWCVS is committed to safeguarding and promoting the welfare of children and young people and expect all staff and volunteers to share this commitment. We will ensure that all our recruitment and selection practices reflect this commitment.

Successful candidates will be subject to Disclosure and Barring Service (DBS) checks along with other relevant employment checks.

# Person Specification Essential skills/experience

* Excellent interpersonal/communication skills with the ability to relate to and enthuse young people,
* The ability to assess the needs of young people and develop appropriate programme of works, and
* A high level of personal resilience, including the ability to manage conflict and deal with stressful situations.
* Experience of supporting children with a variety of needs
* Empathic and caring
* Good timekeeper
* Reliable
* Self-starter, able to use initiative

# Desirable skills

* Qualified youth worker
* Qualified play worker or childcare qualification
* First Aid certificate
* Fire Marshal certificate