

**Grantown YMCA Community Centre**

**Youth Development Worker - Job description**

The Youth Develpment Worker will be responsible for the delivery of Youth Services in the Grantown Hub, guided by the Community Mental Health and Wellbeing Supports and Services Framework and supported by Youth Highland. It will include working with the Lead Sessional Worker to develop, plan and run Youth Club activities, planning and running holiday programmes and working with the local schools to offer the opportunity of alternative award schemes and additional support to young people as required.

The successful candidate will need enthusiasm for creating new opportunities for young people and have the skills to enable young people to take up their place in the community and to fulfll their potential. Good organsational, networking and leadership skills are essential. The successful candidate will also be expected to submit grant applications with support.

Youth Highland is available to offer professional support and guidance and offers a range of networking and training opportunites. The Youth Development Worker will be responsible to the Board of the Grantown YMCA Community Centre and work under their general direction.

JOB TITLE; Youth Development Worker

WORKING HOURS; 20 hours per week

SALARY; £14/hour

CONTRACT; one year in first instance.

TASKS AND RESPONSIBILITIES

1. Manage the day to day running of the Hub including the recruitment and deployment of staff, maintaining records, ensuring appropriate Health and Safety procedures and risk assessments are in place, taking responsibility for the good financial management of the Youth Hub funds etc

2. Work with Youth Highland, taking advantage of the opportunities they present in networking and training and, with their support, apply for Youth Work funding.

3. Provide the Board of the Grantown YMCA Community Centre with a monthly report of activities which includes a statement of the current financial status.

4. Encourage youth participation and recognise the importance of young people's voices.

5. Support young people to make decisions and take their ideas forward by enabling young people to run projects, organise events, make funding bids and attend meetings with decision makers.

6 .Manage and administer Youth Highland Acievement Awards such as the Dynamic Youth Awards, saltire, Johne Muir and Art Awards.

7 Work in partnership with the schools to support individual or small groups of pupils achieve their potential.

8. Develop the Youth Club as a leading provider of youth work in rural areas and a quality provider of services in CLD and volunteering.

JOB SKILLS

* Good leadership and interpersonal skills.
* Experience of working with young people in a range of settings.
* A practical knowledge of ICT
* A proven ability to write business letters and reports.
* A knowledge and experience of volunteering and supporting volunteers.

PERSON PROFILE

* Will require to be PVG vetted.
* Have good literacy and numerical skills
* Have an understanding of Youth Work and of the operation and management of a voluntary organisation.
* Be self-motivated and able to manage their own work. Be a good team worker. Be able to evidence the abiity to relate to people from a wide range of age groups and backgrounds. Have, or be willing to learn, an understanding of youth work methods and practice.
* The successful applicant will have access to transport. They will have a clean or near clean driving license. .
* Be willing to work irregular and unsociable hours.