

The Station Centre

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Job Description

POST TITLE: Centre Based Youth Worker I

SALARY: JNC Professional Range Points 18-21

LOCATION: Omagh Boys & Girls Club at The Station Centre, James Street
Omagh

RESPONSIBLE TO: Omagh Boys and Girls Club Management Committee

RESPONSIBLE FOR: Up to 3 Full Time Employees

JOB PURPOSE The Youth Worker will have responsibility for the management of the Youth Club and will maximise the use of the Club by young people for agreed purposes, in line with Management Committee policies. The worker will have the responsibility to promote the aims and objectives of Omagh Boys and Girls Club according to its constitution.

DUTIES & RESPONSIBILITIES

1 Managing and developing a range of services at Club level

- 1.1 To work directly with young people by assessing their needs and providing an agreed programme of activities designed to meet those needs, in line with the Youth Service Curriculum for Northern Ireland.
- 1.2 To develop an Annual Action Plan for the unit and actively contribute to the overall strategic plan as agreed with the EA Youth Service in line with the new Funding Scheme arrangements.
- 1.3 Ensure the active participation of young people in the youth work programme and in the management of the Club.
- 1.4 In consultation with Omagh Boys and Girls Club Management Committee, ensure that objectives are achieved through implementation, monitoring and self-evaluation of agreed work programmes.
- 1.5 Establish contact with, listen to, befriend, advise, support and act as an advocate for young people.
- 1.6 Encourage and participate in the residential and outdoor education elements of the programme.
- 1.7 Promote and develop inter-community activities.

- 1.8 Be responsible to the Management Committee for all management, administration and financial matters relevant to the Youth Club.
- 1.9 To submit an annual report (financial year - April 1st to March 31st) to the Management Committee in preparation for an AGM and to prepare an annual report for The Charity Commission for Northern Ireland.
- 1.10 To engage in appropriate fund raising activities related directly to the approved programme.

2 Developing staff and facilities at unit level

- 2.1 Work with staff and volunteers to develop, implement, manage and evaluate programmes of activities, services and facilities in line with the agreed priorities for the Club.
- 2.2 Ensure the induction, motivation, development, training, deployment and discipline of Youth Club staff (paid and voluntary).

3 Working with other providers/agencies to develop services across the community at Club level

- 3.1 Work with relevant providers/agencies to develop services within the Club and at local community level.

4 Leading project development and implementation at club level

- 4.1 In line with agreed priorities, design and implement specific curriculum related projects within the Club

5 Management responsibility for staff at unit level

- 5.1 Supervise appropriate staff, including the management and allocation of duties.

PERSON SPECIFICATION
Centre Based Youth Worker 1
Omagh Boys and Girls Club

	Essential/Desirable	Interview/Application
Qualifications		
Qualified youth worker according to current JNC (Youth and Community) Regulations and a minimum of 2 years relevant youth work experience/ <u>OR</u> 4 years substantive part-time experience of youth work delivery in the past 5 years. Applicants must provide evidence of a recent intervention designed to address specific youth needs.	Essential	Application/ Interview
Experience		
Experience of effective management of staff, volunteers, premises and budgets	Essential	Application/ Interview
Experience of engaging with the wider community and a range of agencies for the benefit of children and young people.	Essential	Application
Experience of promoting the participation of children and young people.	Essential	Application/ Interview
Experience of monitoring and evaluation processes	Essential	Application
Experience in the successful delivery of a range of accredited training programmes.	Essential	Application
Knowledge & Skills		
Ability to design, plan and implement programmes of activities for young people based on evidence of need and youth work curriculum.	Essential	Application/ Interview
Excellent interpersonal, written and verbal communication skills.	Essential	Application/ Interview
Ability to build sustainable relationships with a range of stakeholders including young people and adults.	Essential	Application/ Interview
Knowledge and understanding of delivering youth work within an equal opportunities framework.	Essential	Application

Excellent organisational skills.	Essential	Application
Experience in the use of ICT for the purposes of producing reports, spread sheets, presentations etc.	Essential	Application
Personal Qualities		
Strong commitment to young people	Essential	Application/ Interview
Self-starter	Essential	Application
Desirable Criteria		
Post professional experience in a range of youth work settings e.g. street based youth work, centre based work, youth work in schools, youth work within a community or voluntary group, residential or thematic group.	Desirable	Application/ Interview