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Job Description – Cre8 Youth and Community Worker

This job description includes a guide to the work you will be involved in and required to undertake. It may be changed from time to time to meet changing circumstances. It is not a Contract of Employment.

Pay: Grade 2 £16,265 - £18,855

Job title: Youth and Community Worker

Hours: Full time 37.5 hours per week

Reporting to: Youth Work Supervisor

Duration of contract: Fixed term post to 31st August 2018. Possibility of extension.

Job Detail

1. Purpose

The purpose of the Youth and Community Worker role is to support the Youth Work Supervisor by taking a personal lead in delivering Cre8 sessions and activities together with other members of the Cre8 staff team and to contribute within the team to Cre8's mission and objectives.

The Youth and Community Worker takes a lead in the delivery of the following activities and projects:

- 1.1. Club nights: including cooking, arts & crafts, games and other activities.
- 1.2. Outreach; detached youth work activities for targeted groups of young people on the Moss Estate.
- 1.3. Skills based work; sharing skills in a one-to-one or small group setting.
- 1.4. Learning Plus; delivering one to one sessions including accredited work.
- 1.5. Residential – including weekend trips and longer trips during summer.

2. Responsibilities

- 2.1. Leading youth work sessions to agreed objectives, including outreach. Maintaining behaviour boundaries. Includes the delivery of some accredited qualifications.
- 2.2. The effective use of resources. Making sure that resources in terms of time, materials and equipment is always used for the benefit of young people.
- 2.3. Welcoming: making sure that Cre8 is a welcoming place for young people and for anybody who visits the organisation.
- 2.4. Supervision of volunteers as directed by the Youth Work Supervisor.
- 2.5. Preparing paperwork for meetings. Making sure that your paperwork is prepared and ready for any meetings that you are taking part in.
- 2.6. Training: take and provide opportunities for training and development where required.
- 2.7. Safeguarding: adhering to the Cre8 Safeguarding Policy.
- 2.8. Record keeping. Writing up records as directed by the Youth Work Supervisor.
- 2.9. Health & Safety: adhering to health & safety within the working environment, including a positive approach to risk management.
- 2.10. Administer first aid. Being able to administer first aid when you have been trained to do so.
- 2.11. Discipline: Taking part in disciplinary and restorative justice meetings and procedures when asked to do so.
- 2.12. Policies and Procedures. Ensuring the implementation of policies and procedures in the organisation.
- 2.13. Report writing: writing reports as required for the role.
- 2.14. Equality and Diversity. Promoting equality and diversity and making sure Cre8 is an inclusive and supportive place to be.
- 2.15. Key holding. Making sure that Cre8 places are locked and secure when you leave and keeping Cre8 keys safely and securely.

3. Person Specification

3.1. Qualifications

	The successful candidate should:	Essential/ Desirable	Tested by* A, I, P, T
3.1.1	Have a good standard of general education, normally to include English and Maths to GCSE level (or equivalent).	Essential	[A, I]
3.1.2	Have recognised qualifications to work with young people.	Essential	[A, I]

3.2. Background & Experience

	The successful candidate should have:	Essential/ Desirable	Tested by* A, I, P, T
3.2.1	Proven experience of working with marginalised young people.	Essential	[A, I, P]
3.2.3	A good knowledge of the locality, and/or live locally.	Desirable	[A, I]
3.2.4	Experience of working within a team.	Essential	[A, I]
3.2.5	Experience of meetings, administration and taking notes.	Essential	[A, I]
3.2.6	Experience of working within a budget.	Desirable	[A, I]
3.2.7	Experience of dealing with safeguarding concerns.	Desirable	[A, I]

3.3. Knowledge

	The successful candidate should have demonstrable knowledge of:	Essential/ Desirable	Tested by* A, I, P, T
3.3.1	Office based practices and procedures.	Desirable	[A, I]
3.3.2	Planning and leading youth work activities.	Essential	[A, I]
3.3.3	An understanding of reflective practice.	Essential	[A, I]

3.4. Skills & Competencies

	The successful candidate should demonstrate:	Essential/ Desirable	Tested by* A, I, P, T
3.4.1	Effective communications skills at all levels.	Essential	[A, I]
3.4.2	IT skills including word processing.	Desirable	[A, I]
3.4.3	A proven ability to work constructively as part of a team and on own initiative.	Essential	[A, I]
3.4.4	A real passion for enabling young people to reach their potential.	Essential	[I]
3.4.5	An ability to work under pressure.	Essential	[I]

3.4.6	A pleasant and efficient manner.	Essential	[1]
3.4.7	A reliable, conscientious and professional approach.	Essential	[1]
3.4.8	A good attitude to time keeping.	Essential	[1]
3.4.9	To continuously look for opportunities for improvement in all aspects of their areas of responsibility, identifying and embracing best practice.	Essential	[1]
3.4.10	A willingness to work flexible working hours based on the needs of the organisation.	Essential	[1]