

Assistant Youth leader

Job Application Pack

May 2023



Young Bristol
Works for young people

Welcome

Thank you for your interest in joining Young Bristol. It is an especially exciting time to join the organisation as we set out our new 5 year strategy in 2021 focused around 'Every Young Person'. Using 5 pillars we have set out our strategic priorities and undertaken a staffing development in order to realise these goals to deliver the best service to young people.

Everything we achieve as an organisation is only possible due to the dedicated, hard working and skilled staff team which allows us to offer a service beyond our immediate resources.

If you are looking for a challenging yet rewarding career in a team who believes in every young person, and offering them opportunities and experiences to be their best self, then we look forward to receiving your application.



Lee Williams - Chief Executive

Key Information

Locations: BS14 Youth Club, and The Grove at Bedminster Down Youth Club

There may be requirement as the charity needs to work at other locations with prior notice

Expenses: Work related expenses will be reimbursed, subject to receipts being produced, along with work related mileage in line with YB agreed payment rates.

Hours: 6 – 9 hours a week, evening sessional work. Each session is 3 hours in duration

Pay: Hourly rate of £10.42 - £11.30 dependent on qualifications and experience



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Key Benefits

- 35 days per annum pro rate inclusive of all Bank holidays and YB closure days.
- Paid Bank Holidays (dependent on working pattern).
- Flexible and Remote working.
- Maternity and Parental Leave.
- Company Pension Scheme with matched contributions of up to 5%.
- Long service leave entitlement after 5 years of service.
- Reasonable reimbursement of expenses.
- Eligibility for charity worker discounts of up to £2,600 a year at <https://www.charityworkerdiscounts.com/>



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Additional Information

In our staff survey 2022:-

- 88% of staff Strongly Agreed or Agreed they would recommend Young Bristol as a great place to work.
- 94% of staff Strongly Agreed or Agreed to the people I work with are respectful to each other.
- 94% of staff Strongly Agreed or Agreed they believe people of all cultures and backgrounds are valued and respected within Young Bristol.



The Role

The Assistant Youth leader will work within our club network to deliver engaging, educational and energising programmes to young people. They will work to deliver the best opportunities for young people, broadening their horizons and supporting them to become successful, resilient and confident members of their communities. The post holder will act as a role model for young people, encompassing the values of Young Bristol and help young people make positive choices.

They will get involved in a range of activities, from sports to arts, topic based discussions and programmes focused on specific themes.

The role will help plan programmes, involving youth voice to ensure young people's views and thoughts and interests are heard so the clubs work for them.



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Person Specification

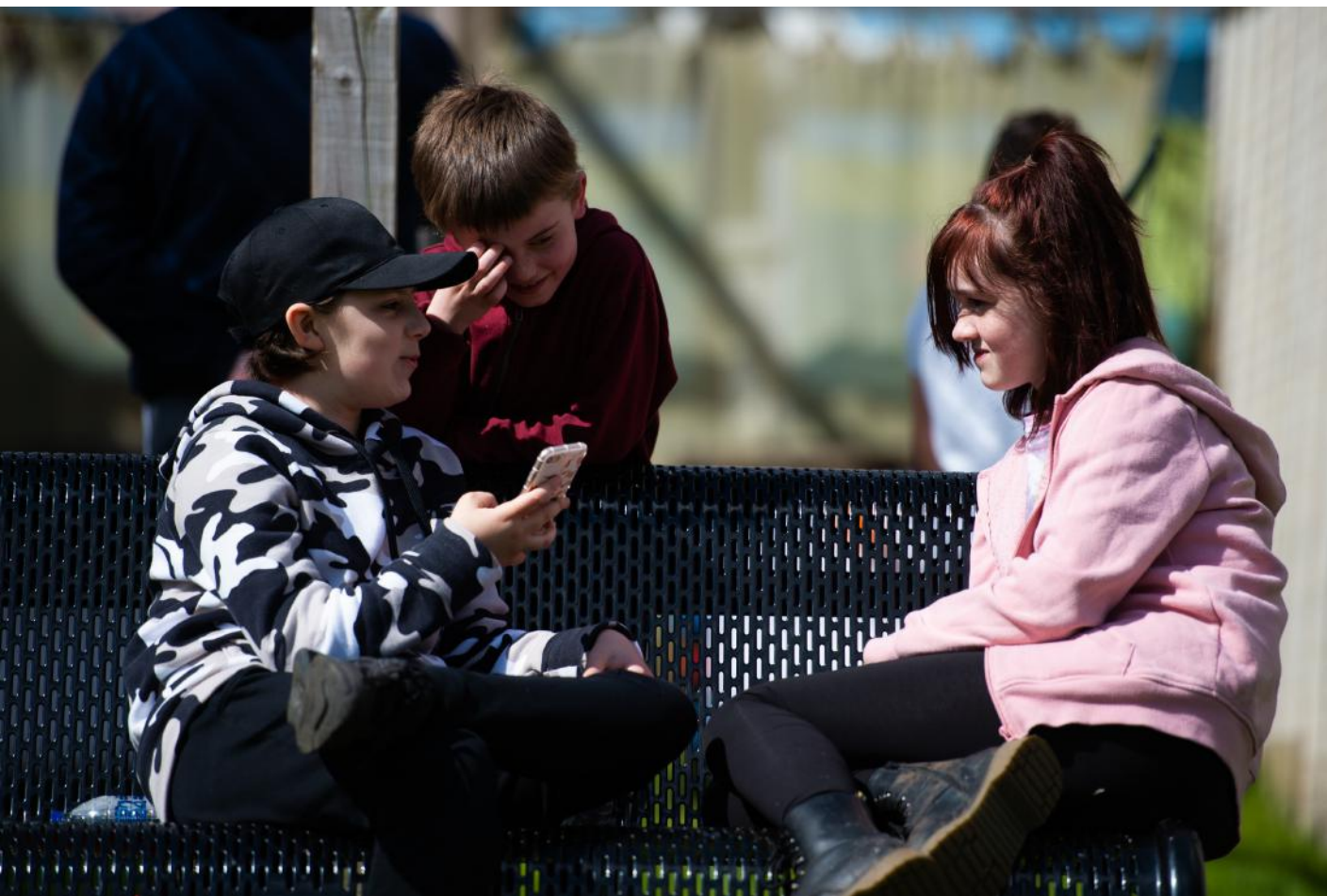
Personal Attributes

- Able to provide members with enjoyable, stimulating and challenging experiences.
- Able to provide members with appropriate information, advice, support and challenge and refer them to specialist help when required.
- Able to establish and maintain positive, professional relationships with members, including agreeing limits of acceptable behaviour.
- Ability to use a variety of approaches to engage members and ensure their voice is heard and where appropriate and possible acted upon.
- Commitment to equalities and anti-discriminatory working practice.
- Prepared to work evening and occasional weekends with notice.



Experience

- We are looking for applicants who already hold either a national qualification in Youth Work or would be willing prepared to study towards achieving an NVQ in Youth Work through part-time study. This course would be funded by Young Bristol as part of your CPD offer.
- However, experience and a passion for working with young people are as important in the first instance.



Knowledge

- A desire to keep abreast of developments in the sector.
- An understanding of or interest in discovering the issues affecting children and young people.
- Commitment to anti-discriminatory practice and equal opportunities.
- How to engage and stimulate young people.



Key Responsibilities

- In liaison with the Senior Youth Worker Club Leader, assist on Club evening(s) and occasional weekends by planning and organising an appropriate and relevant Club programme that is predominately member led.
 - To promote and encourage member participation, decision making and responsibility amongst the membership.
 - To develop understanding of key needs and priorities of members and form appropriate professional relationships with members.
- To deliver support, advice and guidance using best practice in such areas as sexual health, drugs/alcohol, C- card, Health and Well-Being etc.
 - To attend staff meetings and training sessions as deemed necessary by the Club Leader and Community Club Development Lead.
 - To take positive steps to counter discrimination, however and wherever it occurs.



- Under the direction of the Senior Youth Worker Club Leader, administer all monies raised and disbursed by the Club in accordance with the Clubs policies and procedures and to undertake any administration as is necessary for the smooth operation of the Club and/or programme.
- To assist with organising, coordinating and supervising fundraising activities of the Club.
- To assist the Club with working towards acquiring Quality Assurance Accreditation.
- To carry out such other duties as may be requested by the Club Leader or Community Club Development Lead.



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How to Apply

Applications for this role will only be accepted on the correct application form, available at <http://www.youngbristol.com>, by request from hr@youngbristol.com, or by calling 0117 929 2513. Please do not hesitate to ask any questions!

Please send your completed application form to Young Bristol by email on hr@youngbristol.com or via post marked Private & Confidential to:
Young Bristol, BS14 Youth Club, Stockwood Lane, Stockwood. BS14 8SJ

This is a rolling advert and will be filled when we find the right candidates.



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Policies and Procedures

In line with Young Bristol's GDPR policy ensure that information of a sensitive and/or a personal nature is not disclosed to, or discussed with, inappropriate persons and that all information is maintained in accordance with legislative requirements.

Ensure all duties are carried out in a way that promotes Equality, Diversity, and Inclusion and in line with Young Bristol's Equality and Diversity policy. Promote a culture of Health and Safety and observe all relevant rules, policies and procedures and complete relevant training as required.

Young Bristol are committed to ensure a culture of safeguarding excellence for its staff and service users and all colleagues must be trained and vetted to an appropriate level for their role.



About Us

Founded in 1928, Young Bristol (YB) is a youth charity that enables young people 8 – 24 years of age to achieve great futures as productive, caring, responsible members of society.

YB is a youth-driven charity that works to offer a choice of opportunities and experiences for all young people. By working in partnership with a wide-range of community-based centres, and directly with young people through our programme of activities, we respond creatively to their needs and realise their capabilities.

Today we are recognised as one of Bristol's leading providers of community-based youth services, through our community youth clubs based in some of Bristol's most challenging communities, and a valued provider of outdoor activities, creative arts, mobile provision, outdoor employment and informal educational programmes for young people during their critical non-school hours. We provide positive activities and safe places where young people can build confidence, skills, self-esteem whilst having fun and improving their pathway to employment. We are committed to and recognised for significantly contributing to the healthy development of young people – especially those who need us most.

In recognition of the value we place on volunteers and their contribution to our work,
YB were awarded the Queens Award for Voluntary Service (QAVS) in 2020. This is the
highest Award a charitable organisation can receive.



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Our Values

Our Mission:

“To be an outstanding provider of high-quality community-based youth services and innovative programmes that positively and sustainably impact the lives of young people.”

Our Vision:

“We believe that every young person has the right to discover what they’re capable of!”

Through our work we help young people to be:-



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Our Strategic Priorities

