



Full Time Post	Youth and Children's Worker
Salary	£23,526 – £28,116 per annum
Hours	37.5 hours per week
Responsible to:	The Project Director
Based	The BIG Project, Broomhouse Primary School, 33/39 Saughton Road, Edinburgh, EH11 3RQ. There is a requirement to work at other locations from time to time.

Purpose of Job

The Youth and Children's Worker will take a lead in developing and supporting The BIG Project's community-based services to children and young people aged 5 – 18 years including, a universal open-access youth and children's work programme, targeted groupwork, and individual support. The post holder will be responsible for developing an innovative programme, including holiday provision and residentials as well as leading on both the consultation and evaluation of this work. They will also support sessional staff and volunteers involved in these programmes.

The Youth and Children's Worker will take a lead in developing and supporting The BIG Project's open access youth work programme, ensuring that the organisation meets local need and the targets negotiated with funders.

Requirements

The post holder must hold a degree or equivalent qualification in an appropriate field, including education, community education or social work.

Considerable experience of youth and children's work in a variety of settings is essential and in particular, experience working with disadvantaged and socially excluded children and young people.

Major Tasks/Job Activities

The Youth and Children's Worker will work with children and young people aged 5 –18 years as well as their families through The BIG Project's Youth and Children's work programme. This will emphasise preventative and anti-discriminatory approaches to working with children and young people with special regard to the needs of those identified as being vulnerable and 'at risk'. This will routinely include developing and delivering the BIG Project's universal open-access youth work programme and includes weekly clubs, holiday activity programmes events and residentials.



Additionally, Youth and Children's worker will provide support in the form of small group work provision to children and young people identified with specific support needs. This programme may include joint work with teaching, social work or staff from other agencies.

Monitoring and evaluating of the youth work programmes; ensuring that all statistical returns are completed within the set deadlines; that high standard, competent and effective presentations and written reports are completed within specific time scales; and that all documentation of the service, including publicity, are in line with the values and approaches of The BIG Project and comply with the General Data Protection Regulations (GDPR).

Assisting with recruiting, selecting and training Sessional and Volunteer staff. Providing both formal and informal support and supervision and organising training for the Sessional and Volunteer staff.

Contribute to the development of the Project as a children and young people's resource for the area.

Any other duties as specified by the Project Manager and the Board of Directors.

The Youth and Children's Worker Key Responsibilities

- Planning, delivery and evaluation of the BIG Project's programme of universal open access clubs and groups, individual work and groupwork.
- Management and organisation of resources.
- Support sessional staff and volunteers on a day to day basis
- Delivering face to face work with children and young people, in a child-centred manner, establishing and sustaining positive working relationships with them based on youth work professional boundaries; to develop their confidence and full potential.
- Planning and organising residential trips and activities and assuming overall responsibility for the children and young people for the duration of the trip.
- Active participation in staff meetings and supervision sessions and when required, attendance at The BIG Project Management Committee Meetings.
- Sharing and promote good practice through the provision of publicity materials, reports and presentations. Writing reports and holding files relevant to the work of The BIG Project.
- Liaising with relevant agencies and where appropriate initiating and participating in partnership projects to provide a range of services to children, young people and their families. Attending case conferences, children's hearings, Child Planning Meetings etc and providing written and verbal contributions as required.
- The Youth and Children's Worker will contribute to all team decision making relating to the development of The BIG Project's policies and practice.
- Assessment of individual need. Monitoring and reviewing of individuals progress – where necessary implementing changes to development plans.
- Contributing to decision making along with representatives of other professional agencies such as social workers, teachers, educational psychologists, The Police or health workers.
- The BIG Project may amend your duties from time to time, and, in addition to your normal duties you may from time to time be required to undertake additional or other duties as necessary to meet the needs of the organisation.



Additional Responsibilities Include

To conduct risk assessments and to ensure that all activities are operated in accordance with up-to-date policies and procedures, Equal Opportunities legislation and Best Practice.

To assist in the planning and running of The BIG Project's events particularly in the inclusion of children and young people.

To contribute to The BIG Project's newsletters, website and social media sites genuine commitment to learning from the local community by attending and maintaining a presence at The BIG Project's wider activities.

To actively promote equality of opportunity in all aspects of The BIG Project's work.

Special conditions Work has to be undertaken out with normal hours on a regular basis, i.e., evenings, weekends and other residential periods. There will be some cash handling, e.g. money for activities, residential trips and the purchase of materials and equipment. The post holder may be required to deputise for The Project Director as required.

Training

The Youth and Children's Workers individual training needs will be identified in consultation with the Project Director and should correspond to the development of The BIG Project's programme.

Supervision received

Regular support and supervision from The Project Director with additional tailored support as required.

All staff within The BIG Project will be encouraged to operate as part of a team with an emphasis on accountability, mutual support and personal development. Regular team meetings at which ongoing and ad hoc issues can be discussed.

Conditions of Service

- This post is initially offered for a fixed term of 3 years and is dependent thereafter on future funding being available.
- Annual holiday entitlement will be 22 days plus 10 public holidays.
- A system of time off in lieu applies for hours worked over and above the normal working week.
- All staff are issued with a standard contract of employment
- All posts are subject to a 12 week probationary period.
- All staff are automatically enrolled in the contributory staff pension scheme which is in operation and opt out options are available and are eligible for pension contributions of 8% after successful completion of the probationary period.

The BIG Project is an equal opportunities employer.