



Youth Worker - Job Description

The following information is provided to help staff working at the Millan Centre to understand and appreciate the work content of their post and the role they are to play in the organisation. However the following points should be noted.

1. Whilst every endeavour has been made to outline all the duties and responsibilities of the post, a document such as this does not permit every item to be specified in detail. Broad headings therefore may have been used, in which case all the usual associated routines are naturally included in the job description.
2. Staff should not refuse to undertake work which is not specified on this pro-forma but they should record any additional duties they are required to perform and these will be taken into account when the post is reviewed.
3. The Millan centre is an Equal Opportunities employer and requires its employees to carry out its policies concerning racial and sex equality and the rights of people with disabilities both in terms of equal opportunity for employment and access to the Centre's services.

PRIME OBJECTIVES OF THE POST

To identify the self-development, confidence building needs of 10 - 17 year old girls in the catchment area, encouraging them to engage with education, training and sports available through other agencies. To set up a programme of activities on Saturday mornings to stimulate and engage the girls from the area.

SUPERVISORY/MANAGERIAL RESPONSIBILITIES

To maintain records, monitor and evaluate activities so that reports can be prepared for management committee and outside funders.

In co-operation with other workers at the Millan Centre have responsibility for running activities with a group of girls liaising with parents when outside visits are planned.

The post holder will be responsible for implementing a disciplinary framework, within the Millan Centre policies, for the girls in their care.

SUPERVISION AND GUIDANCE

Will be supervised and supported by the Chair and Vice Chair

The post holder will be expected to exercise tact, and co-operation with other Centre users.

RANGE OF DECISION MAKING

Make day to day decisions, in line with the policies of the Centre, within the programmes that you run.

Make decision about recruitment and selection of participants in organised activities, depending on their needs, the equal opportunities policy of the Centre and any health and safety concerns.

RESPONSIBILITY FOR ASSETS, MATERIALS ETC

Keyholder and joint responsibility for the security of the buildings used as necessary.

Safe used and storage of any equipment or materials used.

Maintenance of appropriate records for all activities undertaken.

Keeping confidential information about individuals within the community in lines with the Centre's

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confidentiality policy.

Recording and safekeeping of any pettycash used or payments collected



RANGE OF DUTIES (Youth Worker)

1. To prepare publicity for the Girls Group to ensure its work is promoted in the community it serves.
2. To form links with local schools, sports centres, recreation centres, and training organisations in the area.
Liaise with relevant support agencies and other voluntary projects
3. To assist the service delivery by contacting parents.
4. Negotiate and draw up a programme of activities with the girls/client group
5. Deliver programmes of activity suitable for the client group within the budget available.
6. Accompany the client group on outside visits when appropriate.
7. Contact parents prior to outside visits in accordance with the Centre Policies.
8. May be asked to attend residential activities with the client when appropriate.
9. To be responsible for the health and safety of any girls in your care.
10. To maintain, confidential records, of the clients in your care.
11. Keep accurate registers of attendance.
12. Keep records of planned activities and appraisal of how these worked out to aid future planning and for the production of information on achievement of targets agreed with grant making bodies and the management committee.
13. Ensure that the equipment that your group has used is stored safely before you leave the building and that the rooms have been left tidy.
14. See that activities are prepared and ready before the start of the session.
15. Maintain contact with the Manager for Childcare so that she can support you when necessary
16. Ensure that you work within the Millan Centre Policies for health and safety, confidentiality, financial prudence, outside visits etc.

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