

## ROLE PROFILE

### WELLBEING PROJECT YOUTH WORKER – LEGACY YOUTH ZONE



# ROLE PROFILE

## POST:

Wellbeing Project Youth Worker

## SALARY:

£11.95ph

## LOCATION:

Legacy Youth Zone, Croydon

## REPORTING TO:

Deputy CEO

## LINE REPORTS:

None

## CONTRACT:

Fixed term contract – August 2024 – 17.5 hours per week

- Tuesday 12.45-8.15pm (safeguarding meeting and admin), Wednesday 3.45-9.15pm and Thursday 3.45-8.15pm

## BENEFITS:

33 days annual leave including bank holidays pro-rata; free gym access; access to OnSide's Talent Academy; Employee Assistance Programme; free staff meals during sessions; discounted holiday club for dependants on working days

**KEY RELATIONSHIPS** Volunteers, Core Management team, Youth Work Managers, OnSide, External Stakeholders, Young People and Parents

## MAIN PURPOSE

The Wellbeing Project Youth Worker will be working evenings/weekends at Legacy Youth Zone and solely available for youth work conversations and universal impact evaluations through 1-2-1s, meeting young people at their point of need and referring to other services and support. The project oversees Legacy's impact on young people and therefore, using our impact measurement tool, is an important element within the role, admin and reporting is essential.

Through these pre and post 1-2-1s they will build relationships with Legacy Youth Zone members, provide wellbeing support, triage and support young people to transition into specific universal/targeted activities as appropriate within Legacy Youth zone or with specialist external services/partners.

## CORE RESPONSIBILITIES

- Support young people on their membership journey through Legacy
- To provide 1-1 support through conversation with young people aged 8 -19 (up to 25 with additional support needs) maintaining professional boundaries
- Identify and build relationships with members who would benefit from additional support and work with them to identify positive wellbeing action plans
- Book in 1-1 sessions with young people and agree where needed, follow up sessions and actions from these conversations
- Create wellness action plans that may signpost young people to some of our targeted or universal youth work offer, or signpost young people to other agencies for further specialist support
- Work with colleagues to understand the full programme on offer at Legacy Youth Zone and how young people can benefit from engagement with each area
- Work to promote Legacy Youth Zones 'Culture of Health' and support young people to make positive life choices for their own wellbeing.



- Track progress of young people and the project using universal evaluation impact report
- Understand and be able to signpost appropriately to mental health and youth counselling services who work with Legacy, such as local mental health charities.
- Work with your line manager to achieve specific targets set out for the project
- Take time to understand the lives of the young people they work with; their knowledge, experiences and views, their relationships with their peers, their communities, and the agencies and organisations which affect their lives, and which might support or challenge them.
- Support with Project and programme planning using our CRM system
- Be part of the Safeguarding Team and work alongside other safeguarding Leads within Legacy whilst managing your own caseload (1 hour weekly meetings).
- To work within the performance framework of the Youth Zone and OnSide.
- To carry out any other reasonable duties as requested by the Universal Youth Work Manager and the Deputy CEO.

## GENERAL RESPONSIBILITIES

- Be a role model for young people and present a positive “can do” attitude.
- Take personal responsibility for own actions.
- Commit to a culture of continuous improvement.
- Work within the performance framework of Legacy Youth Zone and OnSide.
- Represent the Youth Zone positively and effectively in all dealings with internal colleagues, and external partners.
- Comply with all policies and procedures, with particular reference to safeguarding, codes of conduct health and safety and equality and diversity to ensure all activities are accessible.
- Represent the Youth Zone positively and effectively in all dealings with internal colleagues, and external partners.
- To be alert to issues of safeguarding and child protection, ensuring the welfare and safety of Youth Zone members is promoted and safeguarded, and to report any child protection concerns to the designated Child Protection Officers using the safeguarding policies, procedures, and practice (training to be provided).
- To assist with any promotional activities and visits that take place at the Youth Zone.
- To actively promote the Youth Zone and positively contribute towards increasing Youth Zone membership.

## ABOUT LEGACY YOUTH ZONE

Croydon Youth Zone, named “Legacy” by local young people, was the third Youth Zone in London opened by the national charity, OnSide in September 2019. This is an exciting and unique opportunity to join a small but growing, impactful fundraising team and play a critical part in shaping opportunities for London’s young people and supporting a grass roots, committed universal youth service.

Legacy, like all OnSide Youth Zones, exists to give young people somewhere to go, something to do and someone to talk to.

Legacy’s state-of-the-art £6.5 million building on Whitehorse Road, provides young people with access to a range of activities, offering them the opportunity to try new things, meet new friends and gain support from friendly, warm and positive staff and volunteers. The facilities include a 3G pitch, a gym, sports hall, recreation area and dance, arts, music and media suites, with facilities equipped for a wide range of sporting, artistic, cultural and general recreational activities and targeted services. To access a Youth Zone, young people aged 8 – 19 (or 25 with additional needs) simply pay 50p per visit and £5 per year membership.

To find out more, please watch this video: <https://www.youtube.com/watch?v=usPODSRw7nw>

## ABOUT ONSIDE

Potential is everywhere. In every home on every street, from affluent suburbs to inner-city estates. The difference is that some young people get every opportunity to explore their potential. Others don’t.

It’s about opportunity.

OnSide is a national charity that believes all young people should have the opportunity to discover their passion and their purpose. To find out what they’ve got and where it could take them.

OnSide funds and builds state-of-the-art, multimillion- pound Youth Zones in the country’s most economically disadvantaged areas. They train the amazing people that run them. And they offer continuing support via the nationwide OnSide Network of 14 Youth Zones (and growing), where colleagues can learn and grow, share their stories, and celebrate their success together.

This is passionate, properly funded youth provision, with no ifs or buts. A unique partnership between young people and their community, local authorities and private business leadership, and a growing movement of supporters who believe that how we treat the next generation defines who we are as a society.

Because when we really invest in young people, we all benefit – from who they are now, everything they might become and achieve, and everyone they might touch and inspire.

All they need is the chance to shine – an environment where they can be their best selves –and you just watch them go.

It’s about opportunity.

## PERSON SPECIFICATION

Applicants will be expected to demonstrate the following experience, skills, knowledge, and attributes.

Selection Criteria*	Essential or Desirable	Method of Assessment
A = Application Form I = Interview T = Test/Personality Profile		
<b>Experience</b>		
Substantial experience of youth work	Essential	A & I
Proven experience of engaging vulnerable, disengaged or hard to reach young people	Essential	A & I
Experience of working in a team	Essential	A & I
Experience of monitoring and evaluation processes	Desirable	A & I
Experience of Safeguarding and dealing with safeguarding disclosures	Essential	A & I
Experience supporting young people into positive destinations	Desirable	A & I
Strong commitment to young people and ability to engage and build positive relationships with disengaged young people	Essential	A & I
Experience supporting young people through coaching and mentoring	Essential	A & I
<b>Skills</b>		
Fluent in Microsoft Office 365 software packages (word and excel for example)	Essential	A & I
Understanding of CRM systems	Essential	A & I
Ability to pay attention to detail, be thorough and organised	Essential	A & I
Ability to work on own initiative and as part of a team	Essential	A & I
Ability to work under pressure & prioritise effectively	Essential	A & I
Ability to relate to young people from all backgrounds	Essential	A & I
Strong interpersonal and networking skills	Desirable	A & I
Excellent verbal and written communication skills	Essential	A & I
Using impact data to effectively influence programmes, practice and funders	Desirable	A & I
<b>Knowledge</b>		
Knowledge and awareness of issues affecting young people	Essential	A & I
Knowledge of health and safety, diversity awareness and safeguarding best practice and how these relate to children and young people	Desirable	A & I
<b>Special Requirements</b>		
A willingness to work unsociable hours when required	Essential	A & I
Demonstrate a commitment to the goals and drivers behind The Youth Zone/OnSide	Essential	A & I
Enthusiasm and ability to contribute to the successful development of The Youth Zone.	Essential	A & I
The ability and willingness to travel to events.	Essential	A & I
Enhanced DBS clearance and commitment to Safeguarding children	Essential	A & I

## APPLICATION PROCESS

To apply, please complete the online application process (submitting a cover letter and CV), which can be found through our website or by [clicking here](#).



Please provide the following information:

- Confirmation you are eligible to work in the UK (the successful candidate will be required to provide documentary evidence before an offer of employment is made);
- Any reasonable adjustments we can make to assist you in your application or the selection process.

This role will be based in the Youth Zone and therefore require an Enhanced DBS upon being offered the post.

Closing date for applications: **Friday 2<sup>nd</sup> June 2023 – 9am**

Interviews: **Tuesday 6<sup>th</sup> June**

Anonymous Applications: We recognise our workforce is under-represented in certain areas and are committed to addressing this. Therefore, we actively encourage applicants to submit anonymous applications; this means removing names & email addresses from CVs and cover letters. The HR Manager will have this information from submissions, but this will not be available to the selection panel when they are considering applications.

For information on how Legacy processes your data, go to

<https://legacyyouthzone.org/privacy-policy/>

## OUR VALUES

# Legacy

An **OnSide** Youth Zone



## YOUNG PEOPLE FIRST

Young people are at the heart of everything we do, inspiring and challenging us to deliver services that exceed their needs and challenge them to be the best they can be.

## EXCELLENCE

We encourage ourselves and each other to be the best we can be through continuous learning and improvement, and a focus on finding solutions.



## RESPECT

We act with honesty and integrity, celebrating diversity across the whole organisation and caring about each other, our young people and the Youth Zone environment.



## AMBITION

We are passionate and driven in taking on new challenges, embracing new ideas and exceeding our ambitions for young people, the Youth Zones and our local communities.

## COLLABORATION

We create and nurture strong, creative partnerships, working together to achieve better results and outcomes for young people.

