

## Youth Development Officer: job description

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Job Title:	Youth Development Officer
Location:	21 Winchester Road, London NW3 3NR & local area
Employing Body:	The Winchester Project [Registered Charity No. 1055059]
Responsible to:	Director
Salary:	£23,649 (gross) per annum
Hours of work:	35 hours per week, with a willingness to work flexible and/or unsociable hours
Probation period:	6 months
Length of contract:	3 years
Job Purpose:	To manage and develop youthwork at The Winchester Project. The post holder is to develop holistic work with young people in accordance with the aims of the Youth department at The Winchester Project.
Working relationships:	Part of the Winchester Project Youth and wider teams, working in partnership with local agencies. Responsible to the Director, who is responsible to the Board of Trustees.



## Principal tasks & responsibilities

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1. To develop, maintain and manage youthwork services at The Winchester Project.
2. To develop plans for the Youth department, and to monitor, evaluate and produce reports of the work as required.
3. To manage, support and develop staff, students and volunteers working in the Youth department.
4. To maintain practice and development as a professional youthworker.
5. To be responsible for young people participating in the Youth department.
6. To manage the designated budget for the Youth department, in conjunction with the Board of Trustees, finance officer and line manager, and to contribute to financial planning and fundraising for the provision of youthwork services.
7. To work in partnership with internal and external agencies and participate in meetings relevant to this end.
8. To attend supervisory, management and other meetings as required.
9. To maintain good administrative, evaluative and financial records related to youthwork services and to comply with financial and other procedures as required.
10. Contribute to the dialogue about the identity, ethos and aims of work with young people at The Winchester Project

## Specific tasks & responsibilities

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1. To maintain a programme targeted primarily at 11 to 19 year olds that is balanced in terms of
  - educational, recreational, social, physical and holistic activities
  - develop work in a variety of contexts, including detached, centre-based, schools outreach and others
  - research and explore different examples of working with young people
  - incorporate a combination of relational youthwork, a creative programme and new opportunities
  - regularly consider how the programme can be improved
2. To involve and invite young people to participate in the programme, the worker should
  - build relationships of trust with young people in a variety of contexts
  - work with individuals, families and community groups to identify and involve young people
  - network and partner organisations working with, referring or signposting young people within the remit of the programme
  - consider and implement imaginative methods of engaging hard-to-reach young people
3. The management and supervision of young people will require the youthworker to
  - undergo and apply up-to-date Child Protection training and relevant policies
  - know and apply relevant health and safety, risk assessment and data protection legislation
  - have a working knowledge of his/her responsibilities
  - oversee the programme on a day-to-day basis
4. In developing partnership work the worker should act cooperatively to
  - work collaboratively with existing individuals and departments within the organisation
  - ensure and maintain involvement in relevant local networks and wider strategies
  - create and develop existing links with local primary and secondary schools
  - create and develop existing links and co-operation with other agencies working in the area, including St Mary's Centre, Swiss Cottage Community Centre, Swiss Cottage Library, Camden Youth & Connexions Services and Swiss Cottage Area Partnership members
5. To build appropriate professional relationships of support and accountability within the organisation, the worker should
  - attend regular supervisions with the Director
  - address arising matters, training needs and other issues on a regular basis
  - attend training related to identified needs as agreed with the Director
  - attend external supervisions with a youthwork professional agreed with the Director
  - meet with and support sessional staff and volunteers on an individual basis
  - contribute to The Winchester Project's volunteer programme
6. The management of finance and funding will require the worker to
  - consult relevant officers in financial planning and spending
  - keep accurate and organised records of all income and expenditure
  - take responsibility for the financial organisation of the programme
  - abide by set financial systems and procedures
7. As the programme develops and expands, the worker should
  - develop and maintain strong administrative and record-keeping skills
  - ensure reporting and evaluation as required by funders and The Winchester Project
  - research and pursue potential avenues and sources of funding for the programme
  - revisit the strategic development and evolving vision of the programme

8. In management of self and the work, the worker should

- communicate clearly and proactively with young people, staff from the organisation and partner individuals and organisations
- manage time competently and ensure punctuality and reliability
- divide time and resources appropriately between the different areas of the work

9. In participating in the life of The Winchester Project, the worker should

- embrace diversity, challenge discrimination and work for justice and equality of opportunity
- evaluate, reflect on and improve the programme with and for young people
- consider how existing work at The Winchester Project can be changed and improved
- contribute to, participate in and take responsibility for making The Winchester Project a positive place to work

# Youth Development Officer: person specification

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## ESSENTIAL

### Qualifications & Education

- Joint Negotiating Committee for Youth & Community Workers [JNC] Level 2 or equivalent qualification.

### Experience

- Have experience of working with young people for at least two years in a number of different contexts.
- Have experience of organising or facilitating individual and group youthwork activities.
- Have experience of successfully managing services.

### Abilities and skills

- Be able to work both independently and cooperatively as part of a diverse team.
- Be able to work in both a flexible and disciplined way.
- Be able to develop meaningful relationships with young people in order to facilitate their holistic development.
- Be able to develop professional and productive relationships with staff members and volunteers to envision, motivate and empower.
- Be able to see the bigger picture to which the work contributes.
- Have good communication skills.
- Have good organisational skills.
- Have IT skills or the willingness to develop them.

### Personal qualities

The post holder will have to earn the trust of young people, fellow professionals and members of the organisation and local community if s/he is to be effective. S/he should be as visible as possible in the community, knowing and being known by local people. The success of the project will become evident in the quality of the relationships established and the climate of mutual respect that it engenders. Accordingly, the post holder should:

- Be reliable and honest.
- Be able to empathise with and enjoy young people's company.
- Be prepared to assess intuition and use common sense.
- Be willing to learn, take initiative and try new things.
- Have emotional stability and personal maturity.

### Working at The Winchester Project

- Be committed to the aims and objectives of our Youth department.
- Be strongly committed to the ethos of The Winchester Project.

## DESIRABLE

A current driving license.  
To live in the local area.