



The **Benjamin** Foundation

Welcome to The Benjamin Foundation

Thank you for expressing an interest in our vacancy for a Sessional Youth Support Worker across our Norfolk services with current demand in West Norfolk & Breckland.

More information about the position, including a Job Description and Job Specification are enclosed. If you would like to find out more information about the service, please take a look at our website [www.benjaminfoundation.co.uk/jobs](http://www.benjaminfoundation.co.uk/jobs)

If you have any questions regarding the vacancy, please contact the HR Department on 01603 886925/886951 or email [recruitment@benjaminfoundation.co.uk](mailto:recruitment@benjaminfoundation.co.uk)

Please return your completed applications by email to:-

[recruitment@benjaminfoundation.co.uk](mailto:recruitment@benjaminfoundation.co.uk)

Or by post to:

HR Department  
The Benjamin Foundation  
23-27 St Andrews Street  
Norwich  
NR2 4TP



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# Sessional Youth Support Worker

**Various locations, Norfolk**

**(current demand in West Norfolk & Breckland area)**

**Salary £9.19 per hour to £10.56 depending on qualifications and experience**

plus employer assistance package

We are looking for sessional staff to support the delivery of youth work and positive activity sessions in various Norfolk locations and to be a role model to young people and to safeguard service users

The Benjamin Foundation is committed to safeguarding and promoting the welfare of children. An enhanced DBS check will be required for successful applicants.

The Benjamin Foundation fully embeds the Nurtured Heart Approach<sup>®</sup> in all that it does and staff will adopt this approach as a part of their practice. Information and training about this Approach will be provided.

To apply, visit <http://benjaminfoundation.co.uk/jobs>

OR email [recruitment@benjaminfoundation.co.uk](mailto:recruitment@benjaminfoundation.co.uk)

Tel: 01603 615670

Closing Date: Open

Interview Dates: To be confirmed



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## Sessional Youth Support Worker Job description

<b>Job title:</b>	Youth Support Worker - Sessional
<b>Employer:</b>	The Benjamin Foundation
<b>Location:</b>	Various, Norfolk (current demand in West Norfolk and Breckland)
<b>Contract:</b>	Sessional
<b>Salary:</b>	P15 (£9.19 ph) to P20 (£10.56 ph) depending on qualifications and experience.
<b>Hours of work:</b>	Various – will include evenings
<b>Department:</b>	Children, Young People and Families
<b>Reporting to:</b>	Operational Manager Youth Work Services

### Job purpose

1. Supporting the delivery of youth work and positive activity sessions in various Norfolk locations
2. To cover for staff allowing full delivery of youth work programmes
3. To be a role model to young people and to safeguard service users

### Main duties

#### General

1. To maintain key relationships to high standards at all times
2. To support the delivery of youth work and positive activity interventions
3. To undertake personal development and attend any relevant training
4. To undertake such other duties as may be delegated or assigned commensurate with the level of grading and role of the post

#### Managing People, Resources and Finance

1. To ensure that the voice of the service user is inherent in the planning and delivery of the service
2. To work as part of a team (staff and volunteers)
3. To identify and record data in line with objectives and outcomes and GDPR protocols
4. To promote equality and diversity
5. To attend personal reviews (supervisions) as required
6. Where appropriate, attend team meetings



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**Service Delivery**

1. Be empathetic and responsive to the needs of young people and their families
2. Maintain confidentiality with regards to children/young people and their families when necessary
3. To maintain safeguarding excellence
4. Recognise and maintain appropriate professional boundaries
5. To ensure the youth support being offered by The Benjamin Foundation is of the highest standard possible, and that regular evaluations of this service take place
6. Support the evidencing and impact measurement of our youth and positive activity work

**Strategic Approach and Service Development**

1. Develop and maintain good working relationships with the wider staff team of The Benjamin Foundation
2. To ensure that the service provided by The Benjamin Foundation is developed by a commitment to continuous improvement and quality assurance

**Internal Processes and Systems**

1. Ensuring all policies, regulations and standards of operation are complied with
2. To ensure high standards of health and safety are maintained by all service team members and appropriate risk assessments are undertaken

*The Benjamin Foundation fully embeds the Nurtured Heart Approach in all that it does and staff will adopt this approach as part of their practice.*

*The Benjamin Foundation reserves the right to alter the content of this job description following consultation, to reflect changes to the job or services provided without altering the general character or level of responsibility.*

*This post is subject to a full and satisfactory DBS disclosure.*

**Name of Job Holder:**

**Signed Job Holder:**

**Date:**

**Name of Line Manager:**

**Signed Line Manager:**

**Date:**



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## Youth Support Worker (Sessional) Person Specification

Criteria	Details	Essential	Desirable	Assessed
<b>Qualifications</b>	A Level 3 (or above) qualification in a relevant field		<b>D</b>	Certificate Application
<b>Experience</b>	Experience working in a team	<b>E</b>		Application Interview References
	Experience a youth support service or similar	<b>E</b>		Application Interview References
<b>Knowledge, Interests &amp; Skills</b>	A good working knowledge of the needs of children and young people	<b>E</b>		Application Interview
	An appreciation of the work of the voluntary sector	<b>E</b>		Application Interview
	An understanding of the developments within the youth work sector		<b>D</b>	Application Interview
<b>Personal Qualities</b> <i>Positive</i>	A determination to provide a high quality of service	<b>E</b>		Interview Reference
<i>Confident</i>	Self-aware reflective practitioner	<b>E</b>		Interview Reference
<i>Competent</i>	Able to work effectively with a range of colleagues	<b>E</b>		Interview Reference
	Willing to support young people to have fun	<b>E</b>		Interview Reference
	Integrity, honesty, fairness and a commitment to the service	<b>E</b>		Interview Reference
<i>Collaborative</i>	The ability to relate well to other members of the team	<b>E</b>		Interview Reference
	Hard working, flexible and able to demonstrate common sense	<b>E</b>		Interview
<i>Nurturing</i>	The ability to support the safety of staff, volunteers and service users	<b>E</b>		Application Interview
	The personality and ability to relate positively to young people	<b>E</b>		Interview



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	An ability to communicate clearly and effectively via email, telephone and face to face, sometimes dealing with complex issues	E		Interview
<i>Independent</i>	An ability to think independently	E		Interview
	Being able to confidently make decisions regarding the day to day matters	E		Interview
<i>Progressive</i>	A willingness to undertake training appropriate to the post	E		Interview
<b>Additional</b>	An interest in the development of youth work services	E		Interview
	The ability to work under pressure	E		Interview References
	The willingness to contribute to the wider Benjamin Foundation success story	E		Interview
	A sense of humour	E		Interview