



The **Benjamin** Foundation



**YOUTH-WEST  
PARTNERSHIP**

LED BY YMCA NORFOLK

Welcome to The Benjamin Foundation

Thank you for expressing an interest in our vacancy for a Youth Support Worker.

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 <https://benjaminfoundation.co.uk/vacancies/>

If you have any questions regarding the vacancy, please contact the HR Department by email at [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)



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## **Youth Support Worker (Youth West)**

### **Hunstanton Youth Club**

**Salary: (£9.19 per hour)**

**2.5 hours per week Monday 5pm – 7.30pm, including school holidays (this includes 1.5 hours of youth delivery work)**

**Fixed term until 31<sup>st</sup> March 2021, in the first instance**

Plus employer pension scheme & Employee Assistance Package

***Are you looking for an exciting new challenge to work within a charity that provides support to young people?***

The Benjamin Foundation was founded in 1994 helps around 2,000 people per year through difficult times by providing them with hope, opportunity, stability and independence.

At The Benjamin Foundation, we believe that young people have a right to safe spaces where they can build their social skills and make new friends in a welcoming environment. We are part of the Youth West service, delivering weekly open access youth groups for young people aged 11-18 years in West Norfolk and we are looking for Youth Support Workers to assist delivery at our Hunstanton Youth Club.

Every week is different in a youth club and there is never a dull moment. We are looking for committed, enthusiastic and approachable individuals, who have the ability to build rapport with young people and help them develop their confidence. If you have experience of working with young people, or are thinking about a new career, this could be the role for you.

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

The Benjamin Foundation embeds the Nurtured Heart Approach<sup>®</sup> which creates strong and improved relationships by focusing on positive behaviour rather than energising negativity, providing clear rules and consequences, creating an environment in which people thrive.

To apply, visit <http://benjaminfoundation.co.uk/jobs>  
OR email [recruitment@benjaminfoundation.co.uk](mailto:recruitment@benjaminfoundation.co.uk)

**Closing Date: Friday 30<sup>th</sup> October (5pm)**

**Interview Date: Tuesday 10<sup>th</sup> November 2020. Interviews comprise 2 stages. Both stages will be online via Microsoft Teams. The first stage will take place Friday 6<sup>th</sup> November.**



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## Youth Support Worker (Youth West) - Job description

<b>Job title:</b>	Youth Support Worker (Youth West)
<b>Employer:</b>	The Benjamin Foundation
<b>Location:</b>	Hunstanton Youth Club
<b>Contract:</b>	Fixed term until 31 <sup>st</sup> March 2021 in the first instance
<b>Salary:</b>	£9.19 per hour
<b>Hours of work:</b>	2.5 hours (includes 1.5 hours of youth work delivery) per week <ul style="list-style-type: none"> <li>• Monday 5pm – 7.30pm including school holidays</li> <li>• Holiday activities by negotiation</li> </ul>
<b>Department:</b>	Children and Young People
<b>Reporting to:</b>	Operations Manager (with support from the Youth West Coordinator)

### Job purpose

- To support the delivery of weekly open access youth groups for ages 11-18 Youth Clubs
- Help evidence the impact of the youth work activities and support the reporting of progress as required
- To work effectively as part of a team
- To support the aims and function of the Youth West Partnership

### Main duties

#### Managing People, Resources and Finance

- To ensure that the voice of the child/young person is central to the delivery of Youth West groups
- To assist and support volunteers supporting the Youth West groups
- To help ensure venues are safe, suitable and cleared up at the end of a session
- To ensure young people attending Youth West sessions are safeguarded

#### Service Delivery

- Delivery of 1 weekly youth work sessions for young people aged 11-18
- Engage with young people to identify positive activities they would like to participate in
- Ensure the activities planned meet the aims of the service as outline in the service level agreement
- Be empathetic and responsive to the needs of young people
- To provide evidence against agreed outcomes as required
- Work within confidentiality and professional boundaries at all times



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- Work to ensure the safety of all participants

**General**

- To maintain key relationships to high standards at all times
- To attend and report to key meetings both within The Benjamin Foundation and Youth West partnership
- To adhere to the organisations Health and Safety Policies and Procedures
- To undertake personal development and attend any relevant training
- To undertake such other duties as may be delegated or assigned commensurate with the level of grading and role of the post

The team are asked to coordinate their annual leave to minimise service disruption

*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 Person Specification

Criteria	Details	Essential	Desirable	Assessed
<b>Qualifications</b>	Level 3 in youth work or other relevant qualification relating to children and young people		•	Certificate Application
	First Aid qualification (1 day course minimum)		•	Certificate Application
<b>Experience</b>	Experience of supporting youth groups		•	Application References Interview
	Understanding the impact of youth support interventions		•	Application Interview
<b>Knowledge &amp; Skills</b>	Working knowledge of the needs of children and young people	•		Application Interview
	An appreciation of the work of the voluntary sector		•	Interview
	Knowledge of the issues facing young people and children	•		Interview
	Knowledge of safeguarding procedures	•		Interview References
	A determination to provide a high quality services	•		Interview
<b>Personal Qualities</b>	Honest, fairness and a commitment to the service	•		Interview References
	Hard working, flexible and able to demonstrate common sense	•		Interview References
	The willingness to contribute to the wider Benjamin Foundation (and Youth West partnership) success story	•		Interview
	Resilience	•		Interview
	A sense of humour	•		Interview