



The **Benjamin** Foundation

Welcome to The Benjamin Foundation

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

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

Please return your completed applications by email to:-

recruitment@benjaminfoundation.co.uk



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Lead Youth Support Worker - Watton

£3,461.92 per annum, £11.24 per hour

7 hours per week term time only (this includes 4 hours of youth delivery work & 1 hour of 1-to-1 support)

Fixed term for 12 months, 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 will be starting weekly open access youth groups for young people aged 8-11 years and 12+ years in Watton. We are looking for a Lead Youth Support Worker to deliver these groups and also offer 1-to-1 outreach support to young people with a view to enable them to access the groups.

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 in groups and offering individual support, 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[®] 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

Closing Date: Wednesday 3rd February (9am)

Interview Date: Shortlisted candidates will be required to take part in an online Safer Recruitment Interview prior to the online formal interview which will take place on Friday 12th February



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Lead Youth Support Worker- Job description

Job title:	Lead Youth Support Worker
Employer:	The Benjamin Foundation
Location:	Watton
Contract:	Fixed term 12 months in the first instance
Salary:	£11.24 per hour and agreed mileage for 1-1 support
Hours of work:	7 hours per week term time comprising: 2 x 2 hours youth work delivery session per week <ul style="list-style-type: none">• TBC but possibly Fridays 1 x 2 hours admin/planning per week – flexible 1 hour individual 1-1 support for Young People - flexible Additional hours for School Holiday activities by negotiation <ul style="list-style-type: none">• Hours to suit service need
Department:	Children and Young Person's Services
Reporting to:	Operations Manager for Youth Services

Job purpose

- To plan and lead the delivery of weekly open access youth groups for ages 8-11 years and 12+ years in Watton.
- Evidence the impact of the youth work interventions and report progress as required
- To offer supervisory support to the Youth Support Worker and volunteers engaged with this service
- To complete monitoring reports and case studies for the funders of the project and The Benjamin Foundation.
- To offer a safe platform for referred young people to engage with the service and support to transition into the youth group and / or refer to other agencies if required.

Main duties

Managing People, Resources and Finance

- To ensure that the voice of young people is inherent in the everyday and strategic development of Watton Youth groups.
- To offer supervisory support to support workers and volunteers supporting the Watton Youth



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groups

- To manage petty cash for the delivery of services
- To liaise with local venue providers as required
- To lead on safeguarding issues during Youth Group sessions as required

Service Delivery

- Plan and deliver weekly youth work sessions for young people aged 8-11 & 12+ years
- Ensure that the voice of young people is inherent in the development and delivery of the group and activities
- Ensure the activities planned meet the aims of the service
- 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
- Work to ensure the safety of all participants
- Build positive reciprocal working relationships with local education providers.
- For 1-1 support complete outcome star at the beginning and end of support
- Complete evaluations after each session and note/report trends and concerns
- Recognise and maintain appropriate professional boundaries

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 and appropriate risk assessments are undertaken
1. To monitor and record data required by the wider Foundation, by funding and regulatory bodies and according to GDPR protocols
3. Manage and monitor a contacts database for referrals into the service and service users
4. To record use of petty cash and complete other simple financial transactions as required

General

- To maintain key relationships to high standards at all times
- To attend and report to key meetings both within The Benjamin Foundation and Watton Community
- 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 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.



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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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Lead Youth Support Worker – Person Specification

Criteria	Details	Essential	Desirable	Assessed
Qualifications	Level 3 in youth work or other relevant qualification relating to children and young people	•		Certificate Application Form
	First aid qualification (1 day course minimum)		•	Certificate Application Form
Experience	Experience of leading youth groups or similar experience	•		Application Form Interview
	Experience of monitoring the impact of youth support interventions		•	Application Form Interview
	Experience of offering one to one support for young people	•		Application Form Interview
Knowledge & Skills	Working knowledge of the needs of children and young people	•		Application Form Interview
	An appreciation of the work of the voluntary sector		•	Interview
	Experience of supervising staff or volunteers	•		Application Form Interview
	Knowledge of the issues facing young people	•		Interview
	Knowledge of Safeguarding procedures	•		Interviews References
Personal Qualities	A determination to provide a high quality of service	•		Interview
	Resilience	•		Interview
<i>Confident</i>	Self-aware reflective practitioner	•		Interview Reference
<i>Competent</i>	The ability to work alongside others and support colleagues	•		Interview Reference
	Integrity, honesty, fairness and a commitment to the service	•		Interview Reference
	A good understanding of the need for confidentiality	•		Interview



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<i>Collaborative</i>	The ability to relate well to young people, colleagues and partner organisations	•		Interview Reference
	Hard working, flexible and able to demonstrate common sense	•		Interview
<i>Nurturing</i>	The ability to work to ensure the safety of staff, volunteers and service users	•		Application Interview
	An ability to communicate clearly and effectively via email, telephone and face to face, sometimes dealing with complex issues	•		Interview
<i>Independent</i>	Ability to work independently, whilst maintaining regular communication with stakeholders	•		Interview
<i>Progressive</i>	A willingness to undertake training appropriate to the post To include: Safeguarding Nurtured Heart Approach First Aid Equality and Diversity Professional Boundaries GDPR Health and Safety	•		Interview
Additional	The willingness to contribute to the wider Benjamin Foundation success story	•		Interview
	A sense of humour	•		Interview
	Full driver's licence and	•		Application form



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	access to own vehicle			
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