



The **Benjamin** Foundation

Detached Youth Worker- Job description

Job title:	Detached Youth Worker x 2
Employer:	The Benjamin Foundation
Location:	Watton
Contract:	Fixed term until 31/10/25
Salary:	£12.45 ph. 240 hrs per year completing time sheets and paid for the hours you have worked or pay can be annualised (averaged to 20 hours per month however some months you may work more than 20 and some less dependent on service need but will equate to 240 hours per annum) if preferred
Hours of work:	240 hours per annum to be worked flexibly. Detached work will include working some evenings, Saturdays and school holidays using a community-based approach.
Department:	Children and Young Person's Services
Reporting to:	Operations Manager for Youth Services

Job purpose

We are thrilled to be launching an exciting new project funded by the Norfolk Community Foundation as part of their SPACE (Supporting Positive Activity and Community Engagement) programme.

This has opened an exciting opportunity for 2 enthusiastic individuals to join the Children and Young Person's team at The Benjamin Foundation as detached youth workers. This project will offer detached (street based) youth work, a programme of positive activity days and some administration work for the project. The project offers 240 hours paid employment in a calendar year. These hours will be worked flexibly to fit with the need of the project.

- To establish relationships through face to face work with young people (main focus 13-15-year olds) to offer support and encouragement and divert them away from negative behaviours and into positive activities.
- Evidence the impact of the youth work interventions and report progress as required
- Initiate and deliver a programme that encourages young people to engage with positive, constructive activities.
- Establish relationships of mutual trust with young people addressing key issues affecting their lives.
- To offer a safe platform for young people to engage with the service and support to transition into the youth group and / or refer to other agencies if required.



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Main duties

Managing People, Resources and Finance

1. Form trusting positive relationships with individuals and groups of young people in the community on a detached model.
2. Plan, lead and manage a programme of positive 'day tripper' activity days (7 days each calendar year), working in collaboration with the young people.
3. To manage petty cash for the delivery of services
4. Work collaboratively with other agencies and local organisations to support re-engagement with mainstream opportunities.
5. Complete and submit personal monthly time sheets for payroll

Service Delivery

6. Work as a positive role model at all times.
7. Ensure that the voice of young people is inherent in the development and delivery of the all activities
8. Ensure the activities planned meet the aims of the service
9. Be empathetic and responsive to the needs of young people
10. To provide evidence against agreed outcomes as required
11. Work within confidentiality and professional boundaries at all times
12. Work to ensure the safety of all completing and review risk assessments for all youth work engagement including positive activity days.
13. Build positive reciprocal working relationships with local education providers and other agencies.
14. Complete outcome star at the beginning and end of support
15. Complete evaluations after each session of detached work and positive activities, note/report trends and concerns
16. Recognise and maintain appropriate professional boundaries

Internal Processes and Systems

17. Ensuring all policies, regulations and standards of operation are complied with
18. To complete monitoring reports and case studies for the funders of the project and The Benjamin Foundation.
19. To ensure high standards of health and safety are maintained and appropriate risk assessments are undertaken
20. To monitor and record data required by the wider Foundation, by funding and regulatory bodies and according to GDPR protocols
21. Manage and monitor a contacts database for service users.
22. To record use of petty cash and complete other simple financial transactions as required

General

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



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- 25. To adhere to the organisations Policies and Procedures at all times including Safeguarding, Health and Safety and Lone Working.
- 26. To attend and engage with supervision and team meetings.
- 27. To undertake personal development and attend any relevant training
- 28. 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.

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:

Detached Youth Worker – Person Specification

Criteria	Details	Essential	Desirable	Assessed
Qualifications	Level 3 in youth work or other relevant qualification. Or a commitment to achieve this qualification.		•	Certificate Application Form
	First aid qualification (1 day course minimum)		•	Certificate Application Form
Experience	Minimum of 2 years' experience of working with young people	•		Application Form Interview
	Experience of detached (street based) work with vulnerable young people		•	Application Form Interview
	Experience of monitoring the		•	Application Form



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	impact of youth support interventions			Interview
	Experience of promoting / contributing to partnerships and multi-agency working within the community.		•	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 planning positive activities for groups		•	Application Form Interview
	Knowledge of the issues facing young people	•		Interview
	Knowledge of Safeguarding procedures	•		Interviews
Personal Qualities	A positive attitude towards engaging young people supporting their personal and social development.	•		Interview
	Happy to work flexibly	•		
	Adaptability and willingness to embrace challenges	•		Interview
<i>Confident</i>	Self-aware and reflective practitioner	•		Interview
	Be confident, positive and approachable	•		
<i>Competent</i>	The ability to work alongside others and support colleagues	•		Interview
	Integrity, honesty, fairness and a commitment to the service	•		Interview
	A good understanding of the need for confidentiality	•		Interview
<i>Collaborative</i>	The ability to relate well to young people, colleagues and partner organisations	•		Interview



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<i>Nurturing</i>	The ability to work to ensure the safety of staff 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 and as part of a team.	•		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 Youth Work qualification if not already achieved.	•		Interview
Additional	The willingness to contribute to the wider Benjamin Foundation success story	•		Interview
	Full driver's licence and access to own vehicle	•		Application form