

## JOB DESCRIPTION

- Job Title:** **Motivate Youth Worker and Prince's Trust Team Leader**
- Responsible to:** **Plantation Youth Projects Manager  
Motivate Coordinator**
- Place of Work:** Plantation, 12b Market Street, and off-site at various locations in the UK, with the option of international trips
- Job Purpose:** To co-ordinate and further develop proactive work with young people through the Motivate Team, helping those at risk to re-engage with society through building self-confidence and life skills

### KEY AREAS OF RESPONSIBILITY

#### 1. Prince's Trust Teams

- 1.1 To organise, plan, recruit for, run and close down Prince's Trust Teams, either as Team Leader or Deputy Team Leader.
- 1.2 Promote the good name of the Prince's Trust and Guildford YMCA at all times.
- 1.3 **Team Leader Specific:**
  - 1.3.1 Be responsible for all aspects of the programme, including (but not limited to):
    - 1.3.1.1 The health and safety of young people, staff, visitors and others, including completing risk assessments.
    - 1.3.1.2 Organising the programme in advance, including activities and workshops.
    - 1.3.1.3 Resourcing of necessary venues, visiting teaching staff and tangible resources (such as minibuses or cameras).
    - 1.3.1.4 Timely and accurate completion of the necessary administration (paperwork) and qualification.
    - 1.3.1.5 Managing and supporting volunteers, Assistant Team Leader's and Development Coaches.
    - 1.3.1.6 Coordinating activities, workload and working hours with the Deputy Team Leader.
    - 1.3.1.7 Liaising with the Prince's Trust Partnership Officer and qualification awarding body organisation/college.
    - 1.3.1.8 Accurately recording financial transactions and ensuring the programme is kept within budget.
    - 1.3.1.9 Making final decisions regarding young people's initial and continued participation on the programme.
    - 1.3.1.10 Completing the internal monthly report on the Prince's Trust Team programme.

#### **1.4 Deputy Team Leader Specific:**

- 1.4.1 Play an active and proactive role in supporting the TL with his or her specific duties (as indicated above).
- 1.4.2 Stand in for the TL as and when necessary.

### **2. Motivate Projects**

- 2.1 To be an active member of the Motivate Team, supporting other projects where necessary.
- 2.2 Initiate and maintain good links with other agencies and organisations.
- 2.3 To act as mentor to volunteers and trainee staff.
- 2.4 Spearhead new and innovative youth projects as resources allow.
- 2.5 Work towards engaging young people in meaningful developmental work, inline with the Government's 'Every Child Matters' guidelines.
- 2.6 Ensure the health and safety of young people at all times.

### **3. Mentoring**

- 3.1 To initiate and build relationships with young people.
- 3.2 To inform, empower, support and pray for young people.
- 3.3 Develop innovative resources and methods for engaging with young people.
- 3.4 To develop and maintain own mentoring skills.

### **4. Monitoring and Evaluation**

- 4.1 To ensure that suitable records are consistently maintained of work undertaken with young people and the progress made.
- 4.2 To prepare and submit reports for funders and management.
- 4.3 To reflect upon own practise.
- 4.4 To utilise the regular Progress Review meetings with the Motivate Coordinator to highlight areas of success, development, training, stress and workload.

### **5. Internal Liaison**

- 5.1 To build win-win relationships with other YMCA staff, including support departments such as Finance, PR, HR and Fundraising.
- 5.2 To work closely and synergistically with other team members within Plantation and the wider programme team, making the most of opportunities to complement and support one another's work.
- 5.3 To contribute to the effectiveness of the Café as a key resource for outreach, relational work and a place for young people to be.
- 5.4 Carry out rotational duties such as hosting the SexCare Clinic and office cleaning.

### **Additional Duties**

The Motivate Youth Worker will be expected to play an active role within Guildford YMCA's staff team and to participate in national YMCA events if appropriate.

They will also be willing to undertake training deemed essential for the role or desirable for personal and professional development.

In addition, the Motivate Youth Worker should be ready to carry out other tasks, identified by the Youth Projects Manager and/or Motivate Coordinator.

## **Person Specification**

The Motivate Youth Worker will:

- have an ability and willingness to work within Guildford YMCA's mission
- have a passionate belief in the innate goodness of young people
- bring practical experience in line with the identified key tasks, in particular the ability to work effectively with young people, aged 14-25, and other organizations
- have some youth work experience
- have practical work based skills
- enjoy challenging and sporting activities
- be able to relate well to others
- work well as part of a developing and fun team
- be proactive, tolerant and flexible
- have a desire to improve own skill base and qualifications
- have a realistic expectation of the work place
- be teachable and able to take direction
- ideally be a car owner/driver

Salary: £16,000 - £19,000 per annum

Flexible 37.5 hours per week, of necessity the hours will be longer during the running of Prince's Trust Team, including a residential week beginning 6<sup>th</sup> October 2008 (time off in lieu is provided after the course). At times the position may involve some evening and weekend work.

JP 16/06/08