Job Description
Lead Youth Worker

Location:
Shine office (Pinehurst) and various locations around North Swindon.

Normal Hours of work:
37.5 hours per week, to be worked flexibly but the role will require some evening and weekend work. 28 days (inc. bank holidays) annual leave.

Salary:
£26,000 - £31,000 (subject to experience) + 5% pension.

The Organisation:
Shine Pinehurst is a missional community working with young people and families in Pinehurst, Penhill and Moredon, Swindon, Wiltshire.

We run a number of local resident-inspired and led initiatives which include; Friday Football (weekly football session attracting up to 100 young people a week), Youthie (weekly open access Youth Club), Schools work (Detached, Mentoring, Young Carers, Curriculum support), The Beach Hut (Pop-up Youth and Families provision), Messy Saturday (Family focussed session exploring faith 80+ people), The Wonky Pizza Crew (Youth led social enterprise), HAF/Holiday activities, Breakfast Church, Detached work, Discipleship groups, Pastoral / Wellbeing / Bereavement support and more.

Job purpose:
This is an exciting and innovative role for a highly motivated, experienced individual to join our creative and evolving expression of church. This role provides an opportunity to develop and deliver creative face-to-face youth and community work in an outer urban estate context which reaches out to and works *with* the young people and communities we serve.

Key relationships:
The Lead Youth worker will help lead a team of full/part time staff/volunteers and will be line managed by the Pioneer Minister and will be responsible to the Trustees of shine.

Requirements:
This role carries an occupational requirement that the postholder is a practicing Christian within the provisions of the Equality Act 2010.
Shine is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults. All post holders and volunteers are expected to share this commitment, to work within the policy and procedures of the relevant safeguarding policy and are required to attend all relevant safeguarding training.
This post is subject to an Enhanced Disclosure and Barring Service Check.
Shine will appoint under the CofE safer recruitment national framework.

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Main tasks / accountabilities:

i) Working with Young People

- Develop safe, positive relationships with young people, other youth workers, partner agencies and members of the wider community, including parents.
- Work directly with young people and the wider community to develop, undertake and maintain a programme of engaging opportunities – particularly our 'Kerbside' / Street based detached, holiday programmes and sports work.
- Lead and develop our work in schools inc. detached work, assemblies, lessons, pastoral support etc. and maintaining great relationships with school staff.
- Lead our work in the outreach and discipleship of young people - helping young people to explore the Christian faith; experience and participate in relevant forms of church; praying for the young people and working with them to identify calling, skills and gifting and releasing them into leadership within our work.
- Exercise active pastoral support for the young people developing support programmes / mentoring where appropriate.
- Providing opportunities for, and actively participating in, residential weekends / weeks and social action projects.
- To challenge inappropriate and oppressive behaviour such as bullying, racism and sexism.

ii) Planning, Organisation and Leadership

- Ensuring the safe running of all our work and safeguarding of the young people and vulnerable adults we work with.
- Be responsible for the effective delivery, outcomes and evaluation of our projects, including, but not limited to: managing programs and equipment; ensuring policies and procedures are in place and followed; gaining feedback from young people and the community; managing a budget.
- Help recruit, coordinate, motivate and support the team of staff/volunteers inc. providing appropriate training and together identify and develop their gifts and talents.
- Organise rotas to ensure safe levels of staffing at all Youth events, sourcing cover or cancelling events as required.
- Work with the Pioneer Minister / Trustees to raise funds and complete grant applications
- Keeping registers, writing evaluation reports and inputting data into our management information system.
- Promotion of events via Website/Social Media etc.
- Ensuring that all activities undertaken with the Young People are compliant with Health and Safety Legislation and best practice guidance.

iii) Continuing Personal / Professional Development

- Attending relevant training and supervision meetings, working with the Pioneer Minister to develop a long term development plan.

This description is intended as a guide of the main tasks of this job however we want to build on the strengths and experiences of the individual recruited, alongside the priorities of the organisation. If you like the sound of shine and the role, but aren't sure you've got everything we're looking for, please get in touch as we'd love to discuss things with you. Who knows where that conversation might lead. We understand that a multifaceted role can seem daunting, especially when laid out in a job pack. Our expectations are realistic, we are not looking for a super-human. You'll work as part of a supportive team which will ensure you have sufficient resources to make a tangible difference across the role, without feeling stretched too thin.

Notes and Conditions

The post holder will be expected to:-

- Comply with terms and conditions of service.
- Adopt a flexible approach to changing patterns of work including times where there is a requirement to work outside normal office hours and undertake such other duties as are consistent with the job purpose.
- Promote best practice in meeting the requirements of Health and Safety legislation and comply with other relevant statutory legislation.
- Carry out duties in accordance with shinepinehurst / Diocese of Bristol policy on equality and diversity.
- Accept that everyone has a right to their distinct identity, treating everyone with dignity and respect.
- Develop oneself, and others, by making every effort to access development opportunities and contribute effectively by participating in shinepinehurst's personal development and performance review scheme.
- Be willing to undertake travel as required.
- Ensure that the principle of confidentiality and the requirements of the Data Protection Act are fully applied to all work of shinepinehurst.
- Act in such a way that at all times safeguards the health and wellbeing of children and vulnerable adults. Familiarisation with and adherence to the Diocese of Bristol's & shinepinehurst's Safeguarding policies is an essential requirement of all employees as is participation in related mandatory/statutory training
- Undertake such other tasks as may be reasonably requested by the post-holder's direct line manager.

General Notes:
This is a description of the job as it is constituted at the effective date shown. It is the practice of shinepinehurst to periodically review job descriptions, update them and ensure that they relate to the job performed, or to incorporate any proposed changes. This procedure will be conducted by the appropriate manager in consultation with the post holder.

In these circumstances, it will be the aim to reach agreement on reasonable changes, but if agreement is not possible, shinepinehurst reserves the right to make changes to your job description following consultation.

PERSON SPECIFICATION

Please ensure that you read the person specification carefully as this will be used to assess candidates as part of the shortlist and interview process.

Experience, skills and knowledge
ESSENTIAL
Experience

- Ability to inspire, support and encourage young people aged 11 to 18 and develop fun and relevant activities and programmes with and for them.
- Understanding of the world of young people especially those from disadvantaged backgrounds or 'hard to reach'.
- A high level of understanding and experience of safeguarding children and young people and able to maintain appropriate professional boundaries.
- Experience in helping young people encounter and grow in faith

Skills

- Can empathise with young people and relate to young people and adults in a positive way.
- Can demonstrate ability to work in a team and on his/her own.
- Well organised with the ability to prioritise effectively and manage expectations
- Have an imaginative and enthusiastic approach.
- Has good communication skills and is able to relate to young people and adults in a positive way.
- An excellent understanding of, and commitment to, equality and diversity with the ability to challenge discriminatory behaviour.

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Personal Qualities:

- Friendly, cheerful, positive and self-driven, able to work independently and as part of a team.
- Positive about embracing challenge and change, open to experimenting, new ideas and reflective practice.
- Confident and able to remain resilient and calm when things are challenging or difficult.
- A commitment to continuous professional development.
- Able to maintain confidentiality within the parameters of shinepinehurst and with other agreed agencies e.g. Schools, Police and Children's Service etc.

DESIRABLE

Knowledge/Qualifications:

- Holds a qualification in youth work in this or related fields
- Safeguarding training (Level 2 equivalent or above, or willingness to attend)
- Qualification in mental health support or engagement
- First aid certificate (or willingness to obtain one)
- UK Driving licence

Experience

- Extensive experience of delivering and leading high quality youth work in a schools and/or community setting in.
- Experience of supervising staff and/or volunteers
- Has experience of working with young people from an 'outer estates' / disadvantaged context / 'hard to reach' young people
- Understanding of Adverse Childhood Experience's (ACE's) and their affect on young people and trauma informed approaches to working with young people
- Experience of guiding young people in the Christian Faith / church based youth work

Skills / Abilities

- Able to inspire, support and encourage youth workers and volunteers in their roles and responsibilities.
- Has skills and expertise which can be usefully utilised in the youth work programme, e.g. music, arts, sports, outdoor activities, health awareness, and street culture.
- Understanding and appreciation of the importance of monitoring and evaluation in a youth work setting.
- Excellent interpersonal and communication skills, with the ability to quickly establish positive relationships with adults, children and young people.
- Able to organise own time and work on own initiative including making decisions under pressure.
- Organised, with good IT and administrative skills, eg: Microsoft Office etc.

Training:

- All staff will be expected to complete an Induction Programme.
- There is an expectation that all staff undertake all relevant training.

Special Factors:

- No staff are able to commence work until a satisfactory DBS check has been undertaken.
- All staff are expected to attend supervision sessions and weekly staff meetings.
- Youth Work often happens outside the normal set hours and there Is a requirement for staff, by negotiation, to able to do occasional weekend or residential work.
- Staff must be reliable and able to make a commitment to the work.

Date: March 2024