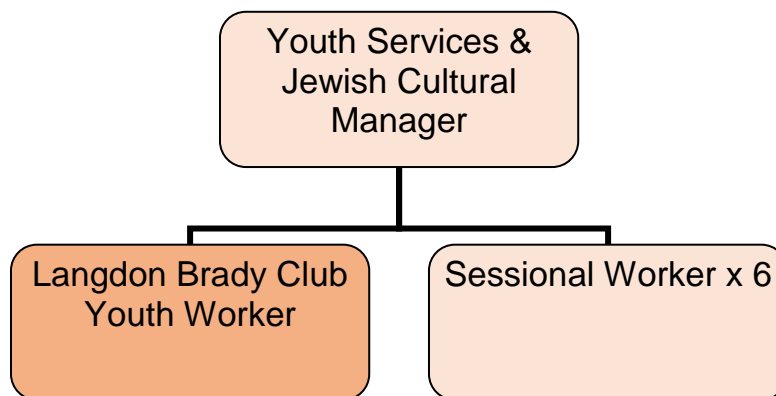


Job Title:	Langdon Brady Club Youth Worker
Salary Range:	£9.10 per hour
Responsible To:	Youth Services & Jewish Cultural Manager

1. Job Summary

To plan and deliver a range of recreational activities within youth clubs/holiday schemes for young people aged 12 – 19 years with learning disabilities/difficulties, ensuring that the needs of the young people are met. To deputise as and when required as defined by the role and tasks carried out.

2. Organisation Chart



3. Key Tasks

- To provide the Youth Services Manager, in advance, with a fully prepared programme for clubs and schemes.
- To work within the budget set by the Youth Services Manager
- To ensure the young people's needs are met, by having access to relevant information on the young people and to ensure that their health and safety needs are met under current legislative standards.
- To set up rooms in preparation for activities ensuring that health and safety needs are met under current legislative standards.
- To ensure equipment is put away after activities.
- To work alongside volunteers to deliver activities.
- To attend and contribute to staff preparatory and debriefing meetings.
- To follow Child Protection Guidelines and report any concerns using the correct procedure.
- To understand and adhere to Langdon policies and procedures at all times.
- To promote and safeguard the welfare of membership at all times.

- To maintain confidentiality at all times.
- To maintain a standard of dress that is appropriate to the role.
- To monitor, record and evaluate sessions in accordance with Langdon systems.
- To be an active member of the team and operate in line with Langdon core values and principles.

4. Key Values

In addition to undertaking the duties as outlined above, the post holder will be expected to adhere to the following:

- **Equality & Diversity**
To act in accordance with the Organisations Equality & Diversity Policy, which is designed to prevent discrimination of any kind.
- **Health & Safety**
Ensure that all duties are carried out in line with the Organisation's Health & Safety Policy.
- **Risk Management**
Responsible for reporting complaints, incidents and near misses through the appropriate reporting procedures.
Responsibility for attending health & safety training as required.
Responsibility for assisting with risk assessments.

5. Note

This job description outlines the roles, duties and responsibilities of the post. It is not intended to detail all specific tasks. Langdon reserves the right to alter the content of this job description to reflect the changing needs of the organisation, but is a correct reflection of the main duties of the post at the time of writing.

6. Acceptance

I agree to undertake the duties of the job in accordance with the above.

Signed: (Post Holder)

Name: (Print)

Date:

Signed: (Line Manager)

Name: (Print)

Date:

This document is to be signed and returned to the HR Department on your appointment and/or at the review point for Langdon Job Descriptions. The signed copy will be retained on your Personnel File.

PERSON SPECIFICATION

Langdon Brady Youth Worker

	Essential	Desirable
Qualifications	<ul style="list-style-type: none"> • Educated to GCSE level with grade A-C in Maths & English. • 	
Knowledge & Experience	<ul style="list-style-type: none"> • Experience of working with young people in a paid or voluntary capacity. • Experience of working with young people with learning disabilities. 	<ul style="list-style-type: none"> • Contribute a specific skill to bring to the service in the areas of programming such as arts and crafts, music, sport, drama or other skills.
Communication & People Skills	<ul style="list-style-type: none"> • Positive and confident manner with young people. • Good interpersonal skills. • Ability to work well as part of a team. 	
Organisation Skills	<ul style="list-style-type: none"> • Ability to work well on own initiative as well as part of a team. 	<ul style="list-style-type: none"> • Experience of managing a budget.
Specialist Skills	<ul style="list-style-type: none"> • An understanding of professional boundaries and attitude of working. • An awareness of vulnerable adults and young people's protection issues. • Ability to inspire young people to take ownership of their youth club. 	
Other	<ul style="list-style-type: none"> • Ability to work flexibly including evenings, weekends and school holidays. • Candidates should indicate an acceptance of and commitment to the principles underlying Langdon's Equality & Diversity and Health & Safety Policies. • 	