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# Part Time Youth Engagement Officer (sessional)

## Job Description

### Note:

Waltham Forest Community Hub (WFCH) expects all its employees to have a full commitment to its Equal Opportunities Policy and acceptance of personal responsibility for its practical application. All employees are required to comply with and promote the policy and to ensure that discrimination is eliminated in service delivery.

**Designation of Post:** Part time Youth Engagement Officer (12 hours)

**Grade:** Hourly rate £13.74

### Job Purpose

The Youth Engagement Officer works as a member of a team within the organisation to develop and carry out youth work projects and programmes that provide for young people's social inclusion and help them raise their achievement.

All activities will be undertaken in the context of the following general aims:

- The improvement of the **quality** of services to the public.
- Service provision based on **equity** and **equality**.
- The improvement of the **economy, efficiency** and **effectiveness** of service provision.
- Extending the organisation's **enabling** role in the development and provision of services to stakeholders.

### Major Tasks

Working under the direction of the Youth Service Manager, the post holder helps achieve overall Service objectives and carry out agreed local plans. In particular s/he:

- Undertakes face to face work with young people at our regular youth provisions.
- Assists in the assessment of learning and other needs of young people within the project.
- Consults with participants and contributes to provision to meet their needs.

- Contributes to evaluation of youth work sessions and projects with participants and other staff.
- Keeps records and contributes to reports as required by the organisation’s Management Team.
- Undertakes supervision of volunteer staff.
- Keeps his/her own youth work knowledge and skills up to date.

**Job Activities**

The Youth Engagement Officer:

- Carries out educational activities and programmes with young people.
- Builds relationships with young people which enable them to explore and make sense of their experiences, and to plan and take action.
- Facilitates young people’s learning and their personal and social development, including their ability to organise and be responsible for their own activities.
- Works in accordance with core values that promote equality of opportunity, participation and responsibility, and safeguard young people’s welfare.
- Works in accordance with policies and procedures.
- Assists with preparation, clearing up and administration of activities.
- Attends staff meeting in order to plan, evaluate and improve work.
- Participates in line management supervision, conferences and training as required.

In common with all WFCH staff the post holder will:

- Ensure that all duties and responsibilities are fulfilled in accordance with the organisation’s Health and Safety Policy.
- Comply with and promote the Equal Opportunities Policy.
- Undertake as directed such additional duties and responsibilities that may arise from time to time commensurate with the grade of the post.

# Person Specification

	<b>Essential</b>	<b>Desirable</b>
<b>Experience</b>	<ul style="list-style-type: none"> <li>▪ Previous work experience in delivering Youth Work.</li> <li>▪ Experience in project delivery.</li> </ul>	<ul style="list-style-type: none"> <li>▪ Previous youth work undertaken in the Borough of Waltham Forest.</li> <li>▪ Previous experience of supervising volunteers.</li> <li>▪ Previous experience of mentoring young people.</li> </ul>
<b>Special abilities/aptitude</b>	<ul style="list-style-type: none"> <li>▪ Ability to illustrate the educational outcome of social informal education.</li> <li>▪ Can use basic IT software</li> <li>▪ Ability to plan, organise and deliver effective youth work projects.</li> </ul>	<ul style="list-style-type: none"> <li>▪ Ability to speak another language additional to English.</li> </ul>

	<ul style="list-style-type: none"> <li>▪ Understands the needs of young people, especially within the local area.</li> <li>▪ Good communication skills.</li> </ul>	
<b>Other job specific requirements</b>	<ul style="list-style-type: none"> <li>▪ Ability to work in the evening and weekends.</li> </ul>	
<b>Education and training</b>	<ul style="list-style-type: none"> <li>▪ To possess or be working toward some form of youth work, or relevant qualification.</li> </ul>	<ul style="list-style-type: none"> <li>▪ Youth Work qualification</li> <li>▪ Child Protection and Safeguarding training.</li> </ul>

**Disqualifying Factors:**

- Indication of sexist, racist, anti-disability, ageist, anti-gay, anti-lesbian, anti-transgender or any other attitudes inconsistent with the Centre’s Equal Opportunities Policy.
- Evidence of insensitivity towards the needs of those facing Economic disadvantage.