

## Job Description Youth Outreach Activity Worker

**Salary:** £6.50 - £10 per hour

**Hours:** 0 Hour Contract

**Location:** Wyre Forest and surrounding areas

**Accountable to:** Operations and Fundraising Manager

**Job Purpose:**

To deliver activity, mentoring and teaching programmes for clients of Active Youth Outreach Services CIC. In doing so meeting the necessary statutory health & safety legislation in line with the Health and Safety Executive (HSE), National Governing Bodies (NGBs), and Internal Quality Standards (IQS). Please note the job holder will be required to undertake regular enhanced DBS checks.

### Responsibilities

#### Key Tasks and Responsibilities:

##### Programme Delivery

- To provide a high standard of service for clients of Active Youth Outreach Services CIC while delivering activity, mentoring, or teaching programmes, following the relevant professional syllabus/guidance and AYOS CIC.
- To ensure all company procedures are followed and complied with (to include cash handling).
- To deliver briefings and provide proactive delivery and guidance to clients.
- To assist in the preparation, organisation, setting out and packing away of activities/ programmes/ courses /lessons, and the opening / closing of the mobile youth unit.
- To assess and test the maintenance, repair, safety, and security of Active Youth Outreach Services CIC equipment. Reporting issues to the company Directors and retiring equipment that is no longer fit for purpose.
- To deliver off-site sessions/programs for and on behalf of our partners, commissioners and contracting bodies.

##### Relationships

- To present a professional appearance and attitude at all times and maintain an excellent standard of Customer service.
- To maintain positive working relationship with those who are present on site. (Commissioners, Contracting Bodies, Staff and Contractors).
- To deal with customer queries and complaints efficiently and inform the Directors of all issues and their outcome.

##### General

- To participate in cleaning / tidying to ensure the appearance of Active Youth Outreach Services CIC is maintained.
- To ensure all cash handling procedures are closely followed.
- To undertake relevant training/ courses to keep your own qualifications and skills current.
- To assist with the general running and maintenance of the company as required.

##### Health, Safety and Environmental Responsibilities:

- To ensure the health, safety and welfare of self and others undertaking activity, mentoring, or teaching within AYOS.
- To record and report all accidents and near misses to the Directors and participate in accident investigation as required.
- To ensure that equipment and facilities are safe for use and that clients are instructed in safety procedures and then follow them.

**Benefits:**

Being the Youth Outreach Worker is an opportunity to contribute to the overall delivery of projects created at AYOS. The AYOS team is a friendly, dedicated team who welcomes committed and ambitious people.

- 100% of expenses reimbursed (e.g., administration and training) related to the role of Youth Outreach Worker.
- Access to training and development workshops.
- Opportunity to work in a positive and encouraging environment.
- Opportunities to work with local businesses and councils to improve experience.

Experience

Essential	Desirable
<ul style="list-style-type: none"> <li>• Experience of community-based youth work in hard-to-reach communities</li> <li>• Previous experience of delivering sports-based programmes</li> <li>• Previous experience of teaching/coaching and delivery</li> <li>• Previous experience of dealing with and empathising with children and young people</li> <li>• Previous experience of dealing with challenging behaviour and/or barriers to development</li> <li>• </li> </ul>	<ul style="list-style-type: none"> <li>• Previous experience of working in a children's and young person's educational / sports environment</li> </ul>

Qualifications

Essential	Desirable
<ul style="list-style-type: none"> <li>• Educated in GCSE Level or above.</li> </ul>	<ul style="list-style-type: none"> <li>• Education to degree level.</li> <li>• First aid and safeguarding.</li> </ul>

Values and Attitudes

Essential	Desirable
<ul style="list-style-type: none"> <li>• Good relational skills.</li> <li>• A commitment to equal opportunities and anti-discriminatory practice.</li> <li>• A commitment to personal and professional development.</li> <li>• A good understanding of issues surrounding GDPR.</li> <li>• A good understanding of, and commitment to the safeguarding of children and vulnerable adults.</li> </ul>	<ul style="list-style-type: none"> <li>• Is positive and enthusiastic.</li> <li>• Exceptional verbal, written and presentation skills.</li> </ul>

Skills and Competencies

**Essential**

- Good communication and presentation skills both verbal and written.
- Good time management, organisational and multitasking skills.
- Ability to think strategically.
- Ability to work to deadlines.
- Excellent IT skills.