



## **Community House Eton Road**

Eton Road, Newport, NP19 0BL    **M:** 07976 267367

**[www.communityhousemaindee.org](http://www.communityhousemaindee.org)**    **[CHER@ideasuk.co.uk](mailto:CHER@ideasuk.co.uk)**

Registered Charity no: 1140184    Registered Company in England & Wales no: 06928624

**“Building strong and caring communities together”**

# **JOB ADVERTISEMENT**

## **Youth Wellbeing Worker Part-Time, 22.5 hours per week**

Community House Maindee Youth Project in partnership with Newport Mind and Literature Wales,  
funded by Comic Relief

Date: April 2020

**Post Title: Youth Wellbeing Worker – Part Time**

**Grade: NJC 15 – 22. £22,911 - £26,317 pro rata**

Responsible To: Lead Youth Workers, Line Manager, Community House Board and Project Manager

The post will include:

- Working with young people who are experiencing wellbeing and mental health challenges.
- Facilitating youth work activities and providing support, predominantly on a one-to-one basis, as well as supporting young people to access Maindee Youth Project and wider Community House activities

**Closing date for applications:**

**10am**

**Monday 11<sup>th</sup> May 2020**

**Interviews will be held online on:**

**Thursday 28<sup>th</sup> May 2020**

This post will be funded until 31<sup>st</sup> December 2023  
Continuation of post subject to funding

# Job Description and Person Specification

## Job Purpose:

- To work with young people from BAME and LGBT+ communities who are experiencing wellbeing and mental health challenges.
- To facilitate youth work activities and provide support, predominantly on a one-to-one basis, as well as supporting young people to access Maindee Youth Project and wider Community House activities.
- To meet young people through centre-based, outreach and detached youth work and through referrals from Newport MIND and other partners.
- To support young people in increasing their wellbeing, confidence and self-belief, encouraging them to become more active in their communities.
- To support young people in making informed choices, enabling them to access help and grow their support networks and resilience.

## Duties and Responsibilities:

### 1. Working with children, young people and their communities

- a) Put young people central to youth work delivery
- b) Work to reduce stigma and improve attitudes towards mental health, specifically amongst BAME communities
- c) Respond to referrals from Newport Mind and work in partnership with them, and with young people, to assess young people's needs and plan how to best support young people
- d) Facilitate one-to-one support sessions with young people and their families if necessary
- e) Deliver face-to-face work with young people ensuring equitable access to all, in all settings, as led by individual young people's needs and wants
- f) Co-facilitate a peer-led LGBT+ young people support group
- g) Support evening drop-in sessions attended by Maindee Youth Project young people, as well as undertaking outreach and detached youth work in the community of Maindee
- h) Facilitate the development of, and evaluate wellbeing goals with young people
- i) Create and develop programmes with young people, utilising peer mentoring, youth leadership and volunteering opportunities and encouraging young people to engage with these
- j) Promote and value the diversity of the young people and their communities

### 2. Partnership Working

- a) Attend and contribute to relevant meetings with partner organisations and report back on progress of young people and aims of the project
- b) Work in partnership with other organisations to offer provision and support for young people
- c) Ensure that young people have access to personal development support opportunities available through existing projects and various other organisations
- d) Engage with local services to expand the project's reach in regards to signposting for young people

### **3. Complete Reports**

- a) Appropriately manage caseload of young people who are being directly supported
- b) Working alongside young people, design and implement an evaluation system to measure young people's wellbeing progress.
- c) Complete administrative, recording and evaluation duties consistent with quality assurance systems including all reporting mechanisms as agreed with Newport Mind
- d) Report back to Lead Youth Workers, Line Manager, Community House Board and Project Manager as required

### **4. Maintain Health and Safety**

- a) Maintain an environment suitable for children and young people
- b) Adhere to all Health and Safety codes in line with Community House policy and procedures
- c) Facilitate youth work in line with the Youth Work Code of Occupational Ethics (EWC and YMCA) and all policies and procedures including Community House Safeguarding, Health and Safety, Lone Working and other relevant policies
- d) Develop and adhere to risk assessments, continuously risk assessing activities and young people's needs/situations
- e) Safeguard the health, safety and wellbeing of young people on the project at all times

### **5. General Responsibilities**

- a) Be resourceful when conducting youth work activities
- b) Participate in relevant continuous professional development opportunities, including supervision
- c) Participate in training and conference opportunities relevant to the post
- d) Work as an individual as well as part of a team of youth workers
- e) Participate in the Community House Board Youth Sub-Group meetings
- f) Challenge discrimination and promote equal opportunities and equitable outcomes in line with the Equality Act 2010
- g) Respond to child protection and safeguarding concerns in line with the Safeguarding Policy, ensuring that any concerns are immediately communicated with the Lead Youth Workers/Community House Safeguarding officers
- h) Undertake any such duties as required commensurate to the post

## **Supervision**

The post holder will participate in supervision with the Lead Youth Workers and the project Line Manager

## **Working Hours**

This post will require the post holder to work evenings and occasional weekends

This job description sets out the main duties of the post at the date when it was drawn up. Such duties may vary from time to time without changing the general character of the post or the level of responsibility entailed. Such variations are a common occurrence and cannot of themselves justify a reconsideration of the grading of the post.

## DBS

This post will result in the post-holder having substantial contact with children, the elderly, sick or disabled. Community House, therefore, requires that by virtue of the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975, the Children's Act 1989 and/or the Police Act 1997, applicants reveal any criminal convictions, bind over orders or cautions, including those which would normally be regarded as spent. You must complete the relevant section on the application form – your application will be returned if this section is incomplete. If successful in your application, you will be subject to a Disclosure and Barring Service check.

This post will be funded until 31<sup>st</sup> December 2023. Continuation of the post is subject to funding.

## Personal Specification

Skills and abilities	Essential (E) or Desirable (D)	Assessed through Application form (A) or Interview (I)
Ability to safely and inclusively plan appropriate activities with young people, ensuring equitable access to opportunities and a young person led approach	E	A + I
Ability to engage, motivate and support a diverse range of young people, enabling them to build confidence and resilience through participation in activities and supported exposure to new experiences	E	I
Ability to reflect continuously and be flexible and adaptive	E	I
Ability to complete all reporting requirements independently – demonstrating good verbal and written communication skills	E	A
Ability to motivate, support and engage young people	E	A + I
Ability and confidence in diffusing challenging behaviour	E	A + I
Ability to take a sensitive approach to working with vulnerable young people in order to build their confidence and resilience	E	I
Ability to support young people to take on youth leader, peer mentor and volunteering opportunities	D	I
Computer literate with the ability to use Microsoft Office and communicate through digital platforms	E	A
<b>Knowledge</b>		
Knowledge of youth work principles and values	E	A + I
Knowledge of safeguarding and child protection procedures	E	I
Knowledge of the adverse childhood experiences and challenges that young people may face, particularly the additional challenges that some BAME and LGBT+	E	I

	young people may experience		
	Knowledge of the diverse range of cultures and communities living in Maindee, including South Asian Muslim and Gypsy, Roma and Traveller communities	<b>E</b>	<b>I</b>
	Knowledge of services for young people that exist within Newport	<b>D</b>	<b>A</b>
<b>Experience</b>	Experience of one to one work with young people experiencing mental health and well – being challenges	<b>E</b>	<b>A + I</b>
	Experience of working with children and young people aged 6-18 in a variety of settings	<b>E</b>	<b>A</b>
	Experience of working with young people from diverse backgrounds	<b>E</b>	<b>A</b>
	Experience of working with young people with complex needs and who may demonstrate challenging behaviour	<b>D</b>	<b>A</b>
	Experience of working in a dynamic, fast paced, demanding and changeable environment	<b>D</b>	<b>I</b>
<b>Personal attributes</b>	Ability to enable young people to enact change in their own lives	<b>E</b>	<b>A + I</b>
	A desire to make a positive contribution to young people's well being	<b>E</b>	<b>A + I</b>
	Ability to take own initiative and work independently as well as within a team	<b>E</b>	<b>A + I</b>
	Ability to work cooperatively and sensitively in a multi-use centre, which engages with diverse groups and individuals with sometimes different needs	<b>E</b>	<b>I</b>
	A commitment to professional development and willingness to attend training opportunities, learn and develop professionally	<b>E</b>	<b>I</b>
	Driving License and access to a car	<b>E</b>	<b>A</b>
<b>Qualifications/ accreditation</b>	Working towards or having obtained JNC level with a BA Honours Degree in Youth and Community Work	<b>E</b>	<b>A</b>
	Hold a First Aid qualification	<b>D</b>	<b>A</b>
	Mental health first aid	<b>D</b>	<b>A</b>
	Safeguarding	<b>D</b>	<b>A</b>