**Part Time Lead Youth Worker Job Description.**

**Hours of work.**

* Part time 14 hours per week. (two working days)
* 8 session hours face to face youth work. (Two Drop-In sessions and one Life Group session)
* 6 hours administration.
* Working hours (days): To be agreed with the Project Manager.

**Vision, Commitment & Culture.**

The primary vision of the project is to create a safe, welcoming and relaxed space in the centre of the city through the ongoing development of the drop-in centre service, currently located at 104 The Hornet in Chichester.

We are committed to supporting every young person we come into contact with to the extent they request it, within the realms of our capability, while staying vigilant to safeguard their wellbeing and development. This support is implemented by developing relationships built on trust and mutual respect, between young people and our staff and volunteers.

We want our culture to emphasise, acceptance, belonging, safety, support, listening and other aspects similar to that of a healthy family environment. A family where everyone is welcome, where building trust and respect through positive long-term relationship is key. Where there are boundaries with consequences, but always another chance to change. The person in the role of sessional youth worker should be passionate about these values as this role is important in delivering this vision and commitment to our young people.

**Primary Responsibilities for Lead Youth Worker.**

1. **Team leading and delivery of two Bell Tower Drop-In sessions a week.**  
   - Arriving at 3pm to prepare for the session opening at 3:30pm.  
   - Welcoming volunteers and empowering them to be engaged/ effective during the session.  
   - Building connections with new young people, making them feel welcome and signing them up into Churchsuite software membership.  
   - Develop positive relationships with young people.  
   - Identifying the needs & interests of the young people and building rapport with them.  
   - Packing down and locking up the building after the session.  
   - Managing the young leaders and empowering them to have an effective session.  
   - Remaining vigilant to spot any potential safeguarding concerns or causes for concern and reporting and recording in line with the Bell Tower policies and proceedures.
2. **Oversight, administration and delivery of The Young Leaders Programme.**  
   - Recruitment of new young leaders though application and interview process.  
   - Training successful applicants in their expectations, roles and responsibilities.  
   - Evaluation of each young leader on their term sheet.  
   - Rewarding successful termly results of each young leader.  
   - Timetable and task setting for each week.  
   - Reporting progress to Project Manager
3. **Oversight, administration and delivery of Life Group.**  
   - Meal planning.  
   - Purchasing of food from supermarket.  
   - Session content planning.  
   - Continuum of need/ Three Crowns implementation measuring the wellbeing journey of each young person with Project Manager.  
   - Reporting progress to Project Manager
4. **Supporting Volunteers.**  
   - Liaising with volunteers and project manager to plan and send out volunteer rota.  
   - Attending and helping to deliver volunteer training events alongside Project Manager.
5. **Maintenance of Equipment**

- Repair or replacement of faulty or out of date items and equipment.

- Ensuring there are chargers for all games console controllers and

phones with USB plugs.

- Letting the project manager know if professional service is required.

1. **Safeguarding Deputy to the Safeguarding Lead (Project Manager).**  
   - Keeping up to date with latest safeguarding legislation and training.  
   - Ensuring (alongside the Project Manager) that volunteers and staff are trained to the appropriate level in relation to their role.  
   - Remaining familiar and up to date with the Bell Tower’s policies and procedures in safeguarding and the relevant government agencies.  
   - Reviewing policies and procedures for safeguarding in the charity with the Project Manager and Trustees.

**Secondary responsibilities and general expectations.   
(Assisting Project Manager)**

1. Ensuring the Bell Tower Youth Drop-In continues to be a safe,

positive and supportive environment for all local young people.

2. Maintaining the vision and values of the Bell Tower Youth Drop-In during sessions that you lead. Creating a safe place, where all are welcome that is non judgemental, while showing radical hospitality in a home away from home.

5. Managing the volunteer team during the sessions that you lead,

making sure they feel supported and equipped to support the young

people who attend and have jobs to do.

6. Effectively managing and resolving challenging behaviour or conflict between young people during sessions you lead, reporting to the Project Manager where necessary.

7. Recording session attendance via ChurchSuite software of each session, briefing and debriefing the volunteer team.

8. Recording and reporting of safeguarding concerns and any accidents, near misses or incidents occur to the Project Manager.

9. Supporting the Project Manager deliver schools work including assemblies and lunch time detached work if possible within working hours.

10. Ensuring you are aware of how to access all policies and procedures relating to your employment and job description.