

Job Description

Position	Trainee Youth & Community Worker
Salary	£7.83p/h
Period of Employment	6 months, subject to periodic reviews
Hours/Days Required	30 hours per week including 5 hours paid volunteering and training (Hours to be agreed with Placement Supervisor) (6 hours a day including at least 2 evenings until 8pm)
Placement Organisation	Cardigan Centre, 145 – 149 Cardigan Road, LS6 1LJ
Responsible to	Work Placement Supervisor and PATH Project Officer
How to Apply	Email CV and supporting statement to step@pathyorkshire.co.uk and include an eligibility check form/ application declaration form downloadable from the Vacancies Page of our website, www.pathyorkshire.co.uk .
Job Start Date	TBC

About the Placement Organisation

The Cardigan Centre has three main departments that support the local and Leeds wide communities
Facilities – provide room hire for meetings, physical activities for all ages, Youth group, community café, learning, weddings etc.

Youth & Community – provide services for young people aged 6 – 24yrs. This includes Youth Groups, physical activities, Talent Match, & one to one support.

Education & Training – Provide accredited and non accredited learning opportunities throughout the Leeds area. This is delivered through Leeds Community Learning funding so it usually free at the point of delivery.

The Cardigan Centre target groups, including hard to reach communities, disengaged young people, NEET young people struggling to find meaningful employment, adults who have been unemployed or out of the work place for a while and want to return to learning / work.

Purpose of the Placement

This paid placement is funded through the STEPS programme and aims to support Leeds residents who are over 25 years old and long term unemployed (unemployed over 12 months) develop their confidence and work skills within diverse sectors with supportive employers within a 6 month fixed term period. *Eligibility terms and conditions apply.

Participants will be working for 25 hours in a paid role. In addition they will be required to undertake 5 hours of paid personal development training which will include either volunteering within your paid placement or with another organisation or undertaking some training or courses.

Work Skills Development Opportunity

To work within a team to provide a fun, safe and friendly place for young people to socialise with their friends and meet new people.

- Deliver designated projects to a consistently high standard.
- Develop positive working relationships, partnerships and joint working with service users and a range of providers and organisations.
- Carry out day to day administration of own work.
- Ensure quality standards and systems are adhered to.
- Implement Cardigan Centre policies, including Safeguarding and Health and Safety, to ensure the day to day protection of staff and service users and fulfil relevant legal obligations.

- Contribute positively to the Cardigan Centre meeting contractual obligations with external bodies.
- Promote a culture of learning within the team, projects and wider organisation.

Contribute to:

- Implementing plans through developing appropriate programmes, procuring resources, co-ordinating delivery of services, monitoring performance and evaluating impact.
- Monitoring and evaluation of the effectiveness of the project (quantitative and qualitative).
- The development and implementation of an annual service delivery plan and personal work plan for the area of responsibility.
- Implementing effective operational policies including, customer care, service quality, equal opportunities, complaints and confidentiality.
- Working with the team to ensure policies and procedures for safeguarding young people and vulnerable adults are in place.
- Report in writing and verbally to Line Manager as required for funders, steering groups and directors.

Other Duties:

- Undertaking such other tasks as may from time to time be necessary and appropriate for the role of a Service Delivery Worker.

Personal Development

Further training and experiences may be gained as appropriate.

SELECTION CRITERIA

The ESSENTIAL CRITERIA are those criteria that you must meet in order for you to be considered or given a chance for an interview.

The DESIRABLE CRITERIA are not necessary for you to meet but if you indeed do so, they can be considered an advantage that you have over other applicants who also met the essential criteria.

SKILLS & COMPETENCIES	Essential Criteria	Desirable Criteria	Method of Assessment
Have good communication, team working, interpersonal and organisational skills;	X		Application & Interview
Ability to deliver projects to a consistently high standard	X		Application & Interview
Ability to develop positive relationships with range of providers, service users and organisations	X		Application & Interview
Good Numeracy and Literacy skills	X		Application & Interview
Have a passion for working with young people and children	X		Application & Interview
Have the ability to work in a fast-paced environment where necessary	X		Application & Interview
Ability to use computer software	X		Application & Interview
Ability to be flexible with working hours	X		Application & Interview
Ability to work independently, meet deadlines and priorities	X		Application & Interview
Ability to work to policies and procedures	X		Application & Interview
Ability to write reports		X	Application & Interview
Qualifications	Essential Criteria	Desirable Criteria	Method of Assessment
Youth work qualification		X	Application & Interview
GCSE English and Maths		X	Application & Interview
KNOWLEDGE & EXPERIENCES	Essential Criteria	Desirable Criteria	Method of Assessment
Some knowledge and understanding of working with young people and children	X		Application & Interview
Understanding of safeguarding/ child protection		X	Application & Interview
Experience of administration	X		Application & Interview
BEHAVIOURAL & VALUES	Essential Criteria	Desirable Criteria	Method of Assessment
Work in accordance with organisational policies and procedures of Path Yorkshire and Cardigan Centre	X		Application & Interview
Pro-active approach to work	X		Application & Interview
Contribute positively to meeting contractual obligations	X		Application & Interview

Disclaimer

- Your contract of employment will cease at the end of the 26 weeks
- Benefits may be affected as this placement will be classed as paid employment

RISK ASSESSMENT OF THE TRAINING POSITION

A. CLIENT GROUPS, the trainee will work with

General Public

Factory Work

Other Agencies

Children

People with learning difficulties

Clients in their own home resident or hostel

B. PHYSICAL CONDITIONS:

1. Work is conducted in the main

Indoors

Outdoors

Sitting

Standing

Walking

Office Accommodation

2. The training will involve

Lone Working

Working out on the Estate

Working underground

Climbing

Working on the Counter

Working in Void Properties

Bending

Manual Handling tasks

Working in confined spaces

Stretching

Working at Heights

Contact with discarded needles

Driving

Potentially working in a smoking environment

Cash Handling

Use of Display Screen Equipment

C. CONTROLS TO MINIMISE HAZARDS

The following specialist equipment will be provided for the traineeship.

Personal Protective Equipment	n/a
Protective Clothing	n/a
Type of Vehicle (other than car)	n/a
Other equipment used	n/a

To control the hazards identified by this assessment, we are committed to providing Induction Health & Safety training plus further detailed training as appropriate to the post.

We want all our trainees to work in safe and healthy conditions. In accordance with health and safety legislation – all trainees have a duty to act responsibly and to do everything they can to prevent injury and ill health to themselves, work colleagues and others.