



Job Description

Youth Activity Worker - Connect!

Hours of work: 15 hours per week. Flexible with regular evening and weekend work required. Permanent contract.

Annual Leave: 30 days plus bank holidays pro rata

Salary: Up to £24,000 FTE

Employed by: Involve Kent

Responsible to: Children Short Breaks Service Manager

Based: Kent wide - Community Based

Purpose of the job

To lead and support fun and engaging youth activities in the community for Involve's Short Breaks Service - Connect!

Providing a dynamic and varied programme of activity sessions as part of the KCC funded 'short breaks' offer. Leading and guiding neurodivergent young people with moderate needs aged 9 to 18 to access activities, build their social network, and achieve their personal and social development goals

Working alongside our team of Youth Programme Coordinators and Volunteers to provide a person-centred and outcomes focused community-based programme which is safe, appealing, fun, and inclusive, promoting health, wellbeing, and independence.

Work with and support volunteers/peer mentors to initiate, develop and sustain the involvement of young people.

Support young people and their families to co-design the schedule of activities, providing feed back to evaluate service outcomes for KPI and funding requirements.

Key tasks and responsibilities

- Proactively manage your own health, wellbeing, and resilience to ensure you can provide consistent, quality support to people.
- Attend training, team meetings and regular supervision.
- Provide cover and support for your colleagues as required across all Kent districts
- Visit young people at home and in the community outside of school hours to introduce them to the programme.
- Prepare for activities, managing time and resources.
- Create a safe space that is welcoming and inclusive, where young people feel comfortable expressing themselves and participating.

- Lead and guide young people throughout activities in the evenings after school, weekends and in school holidays.
- Adjust activities and approaches based on the need and interests of the groups.
- Dynamically risk assess venues and activities during youth group sessions
- Ensure the safety and wellbeing of young people during activities
- Effectively communicate with young people and parents/carers, explaining instructions and encouraging interaction and discussion.
- Maintain a high level of engagement and motivation during the activities
- Understand and respond the individual needs and challenges of the young people.
- Gather photos, videos, attendance data and feedback for service marketing and evaluation.
- Engage with local community resources to identify opportunities to help shape the service.
- Involve young people in the design, planning, development, and evaluation of the Connect! Service.
- Sustain current groups and explore ideas for new groups for young people, including within digital spaces, with a focus on shared areas of interest, social groups, skills development.
- Work alongside volunteers and provide opportunities to meaningfully involve them in the programme delivery and support of the young people.
- Record data of people engaged and supported on Involve's database with awareness of information governance best practice (such as GDPR).
- Ensure the service and support is outcome focused and innovatively co-design sessions with Young People, Parents/Carers to facilitate improved outcomes for people.
- Demonstrate and work to Involve values of excellence, innovation, can-do approach, valuing difference, and people first.
- Actively challenge discrimination and promote the values of equality and diversity within the service.
- Raise any barriers to young people/parents/carers accessing services, groups etc. and work with Connect team to source a solution using community resources/funding/volunteers.
- Work to Involve Kent's safeguarding policy and procedures and take appropriate actions to ensure adults or children at risk of abuse are safeguarded appropriately. Discuss related concerns and be supported to follow appropriate safeguarding procedures (e.g. abuse, domestic violence and support with mental health) with management.
- Any other tasks and responsibilities that may be identified as necessary as the service evolves and develops.

<u>Person Specification</u>	<u>Essential</u>	<u>Desirable</u>
<ul style="list-style-type: none"> Resilient, confident, positive with a high level of enthusiasm and motivation 	X	
<ul style="list-style-type: none"> Driven, solution focused and highly motivated to innovate and achieve successful outcomes 	X	
<ul style="list-style-type: none"> Experience of leading groups of young people to support them to achieve their goals and overcome barriers, recognising individual areas of challenge, special interest, and motivations 	X	
<ul style="list-style-type: none"> At least 3 years' experience of working with young people within a similar or transferable capacity 		X
<ul style="list-style-type: none"> Excellent organisational skills 	X	
<ul style="list-style-type: none"> Experience of utilising participation and co-production principles. 	X	
<ul style="list-style-type: none"> A JNC Level 3 Youth Work qualification 		X
<ul style="list-style-type: none"> Ability to learn and work to policies and procedures e.g., Safeguarding, Mental Capacity, risk management, person centred assessment and support planning. 	X	
<ul style="list-style-type: none"> Excellent communication skills, able to negotiate, build and sustain relationships, advocate for young people, and inspire others 	X	
<ul style="list-style-type: none"> Able to work as part of a wider team and with community partners 	X	
<ul style="list-style-type: none"> Able to work with self-reliance and with confidence to take responsibility (within professional boundaries) 	X	
<ul style="list-style-type: none"> Outgoing, energetic, and passionate about improving the wellbeing of others 	X	
<ul style="list-style-type: none"> Lived or worked experience of neurodivergent young people with an empathetic, positive, and patient approach 	X	
<ul style="list-style-type: none"> Good IT skills and experience of using a database or CRM system 	X	
<ul style="list-style-type: none"> Experience of facilitating at events, activities and groups including risk assessing 	X	
<ul style="list-style-type: none"> Experience of working with volunteers 		X
<ul style="list-style-type: none"> Driving licence and use of a car, willing to travel Kent wide 	X	