



33 High Street  
Hemingford Grey  
St Ives  
Cambridgeshire  
PE28 9BJ  
Charity number 1142913  
[www.kickyouth.org](http://www.kickyouth.org)

## **JOB DESCRIPTION**

### **JOB TITLE**

- ◆ KICK Sessional Worker

### **HOURS**

- ◆ Part time, 10 hours per week. Term time only

### **PAYMENT**

- ◆ £12 per hour

### **CLOSING DATE**

- ◆ Closing Date for Applications: Monday 28<sup>th</sup> January 2019. Please email your covering letter and CV to [louise@kickyouth.org](mailto:louise@kickyouth.org).

### **MAIN PURPOSE AND SCOPE OF THE JOB**

- ◆ To be accountable and responsible for the delivery of youth services under the direction of the Operations Manager.
- ◆ To help young people (age 11- 18 years) grow to full maturity as individuals and members of society through the provision of a range of activities that develop their social, physical and mental capacities, promoting self worth, independence, a sense of responsibility and respect for others.

### **POSITION IN ORGANISATION**

**Reports To:** KICK Operations Manager  
**Responsible For:** N/A  
**Budget Responsibilities:** N/A

### **DUTIES AND KEY RESPONSIBILITIES**

#### Delivery of youth work programmes to support young people

- ◆ Assisting in the running of a weekly youth club alongside the lead worker.
- ◆ Assist in planning and delivery of KICK projects.
- ◆ Promoting the participation of young people in the activities.
- ◆ Establishing relationships and a style of working that will enable the young people to safely learn and develop, in accordance with the principles and values of KICK.

#### Evaluation of sessional work

- ◆ Supporting the monitoring and evaluating of sessional work including providing input to reports when needed.

## **GENERAL RESPONSIBILITIES**

### **Principal Accountabilities:**

- ◆ To work in accordance with and commit to KICK's policies and procedures including child protection, equal opportunities and data protection.
- ◆ To familiarise themselves with the local community amenities and providers of services for young people.
- ◆ To carry out any other duties as may be deemed necessary by the Operations Manager and/or Trustees in line with the aims of the charity.
- ◆ Promote and champion KICK and its associated projects.
- ◆ To understand their role in the health and safety of young people, for the safeguarding of premises, furnishings and equipment, and also for the collection and recording of monies received in accordance with guidelines and instructions where appropriate.
- ◆ To report any Child Protection concerns to the KICK Operations Manager in accordance with the KICK Child Protection Policy.
- ◆ To attend supervision meetings and annual appraisals and to contribute to staff meetings and training courses as required.

## Person specification

	<b>CRITERIA</b>
<b>SKILLS AND ABILITIES</b>	<ul style="list-style-type: none"> <li>◆ Ability to communicate effectively with young people and colleagues.</li> <li>◆ Ability to plan youth work activities in a structured and balanced way appropriate to the needs of the young people.</li> <li>◆ Able to work effectively within a team and be able to plan, monitor, record, evaluate and prioritise a range of work requirements.</li> </ul>
<b>EXPERIENCE</b>	<ul style="list-style-type: none"> <li>◆ Experience of planning activities and/or sessions for young people.</li> <li>◆ Able to demonstrate experience of successfully working with children and young people.</li> </ul>
<b>KNOWLEDGE</b>	<ul style="list-style-type: none"> <li>◆ Knowledge of Health and Safety management including Child Protection Procedures.</li> <li>◆ Have undertaken, or be willing to take, Safeguarding children and young people training.</li> </ul>
<b>PERSONAL ATTRIBUTES AND OTHER REQUIREMENTS</b>	<ul style="list-style-type: none"> <li>◆ A high level of resilience and adaptability.</li> <li>◆ Proven ability to communicate effectively within a range of settings using a wide range of communication skills.</li> <li>◆ Ability to create, maintain and develop professional positive relationships with young people, families, carers and wider partnerships.</li> <li>◆ Able to work flexibly including up to 3 evenings where necessary and travel to a variety of locations when required including evenings and weekends.</li> </ul>

