**Job Details**

Job Title: **Youth Leader**

Section: Youth Development and Mentoring

Responsible to: Youth and Communities Development Manager

Responsible for: Young People

Pay grading: £21,450 - £28,275 (Salary negotiable)

Contract: Full Time (37.5 Hours per week)

Contract Duration: Permanent

Parkside High CIC are a local grassroots Youth Organisation based in Ilkeston, Derbyshire. We offer a range of activities, support and alternative learning opportunities for Children & Young People aged 8 to 18 years. Our mission is to inspire, encourage and support young people to unlock their inner potential and achieve success.

Young people access the project to learn new skills whilst having fun and building new relationships. We deliver programmes in Sport +Physical Activity +Youth Leadership + Outdoor Adventure + Forest Schools + Multi-Media +Art & Music + Volunteering

Parkside High deliver programmes across The Borough of Erewash and the wider area of Derbyshire and Nottinghamshire. We are based at The POD Youth & Community Centre in Ilkeston and have a 2nd Site – Garden61 Youth & Community Allotment.

**The Role**

We have an exciting opportunity for a Youth Leader to join our growing organisation. The role will focus on the direct engagement with young people in an alternative learning environment with some wider community work involved, either based at the POD Youth and Community Centre in Ilkeston, Garden 61 allotment in Cotmanhay or at other venues in the borough.

You will support children and young people by providing positive opportunities to help them build healthy relationships and make informed life choices, with the aim of improving their resilience, confidence and general mental health and well-being through building positive relationships and providing positive opportunities to develop, thrive and succeed. You will be responsible for managing and delivering bespoke activity sessions for young people including group sessions and one-to-one, with the responsibility for the planning and delivery of these programmes having the freedom and independence to create activities to suit your participants.

You will act as role model to young people, supporting them with social skills, building friendships groups and encouraging active lifestyles.

This is a new role, and you will have the opportunity to be creative and contribute to the design of a vibrant youth offer in this position, in line with the aims of the project.

The post will be 37.5 hours per week on a permanent contract, on a rolling basis. These will be flexible working hours with a requirement of some evenings and some weekends where required. Overtime opportunities may also be available.

**Main Responsibilities**

* To engage children and young people through a variety of positive activities, arranging and facilitating subsequent sessions.
* To provide one to one mentoring for identified young people where required.
* To lead, plan and organise outcome focussed activities to engage young people during sessions, underpinned by methods to overcome individual social, educational and emotional barriers and to create personal development plans.
* To establish positive and interactive relationships with young people in group and one to one settings.
* To lead volunteers and junior staff allocating roles and responsibilities where required pre, during and post sessions.
* Manage workloads efficiently prioritising this effectively allowing changes yet ensuring all administrative duties are completed within required time-lines and stored correctly.
* To help each young person develop life skills and accomplish specific goals, helping them to improve their mental health and well-being, predominantly through fun and positive learning activities
* To monitor each mentee and record progress reports after each session.
* To gather monitoring and evaluation data from each young person.
* Responsible for the health and safety of yourself, staff and young people within your care during activities.
* Effectively safeguard young people under your supervision. Following Parkside safeguarding policy and procedures at all times.

**Essential**

* Experience in the delivery of youth initiatives and working with young people
* Experience facilitating groups for children and young adults
* Ability to engage with young people on a level that brings the best out of them and supports positive change
* Personal commitment to addressing the needs of the most vulnerable young people in the borough.
* Positive, resilient and fun
* Good organisation skills and time management
* Current driving licence
* Ability to lead and plan sessions, take the initiative and create exciting and innovative sessions
* Professional, reliable and considerate
* Willingness to work outdoors all year round
* Knowledge of current trends and challenges faced by young people today
* Knowledge and experience of safeguarding with additional training to be provided.
* Experience in and knowledge of the Youth and Community Sector

**Desirable**

* First Aid trained
* Experience of using evaluation tools/outcome measures to monitor the impact of outdoor learning
* Skills in either; activity leadership, arts and crafts, outdoor adventure, sports and fitness, healthy lifestyles
* Awareness of mental health and wellness issues faced by young people
* Experience of statutory/third party partnerships
* Knowledge and understanding of social media marketing communications
* Ability to lead, advice and support colleagues

**STANDARD CLAUSES**

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**Health and Safety**

You will take reasonable care for your health and safety and have regard to other persons who may be affected by the performance of your duties in accordance with the provisions of Health and Safety legislation, Parkside High CIC’s Health and Safety Policy, associated protocols and health and safety management systems.

You will exercise proper care in handling, operating and safeguarding any equipment, vehicle or appliance provided, used or issued by the organisation or provided or issued by a third party for individual or collective use in the performance of your duties.

**Equality and Diversity**

You will uphold Parkside High CIC Equality and Diversity policies and practices in accordance with the organisational policy and Equality Scheme. Parkside High CIC will make any adjustments considered reasonable to the above duties under the terms of the Equality Act 2010 to accommodate a disabled employee.

**Training**

You will keep under review your own training and developmental needs and keep yourself informed of current issues and be alert to Parkside High CIC and other relevant bodies training programmes and policies. You will be required to attend, from time to time, training courses, conferences, seminars or other meetings as required by your own training needs and the needs of the service.

**Performance Management**

You will ensure compliance with the organisations employee performance standards and take the appropriate action to address issues that may arise. You will comply with the organisations KPIs and targets to ensure that all information you are responsible for is accurate, complete, up to date and fit for purpose.

**Confidentiality**

You will comply with and/or ensure compliance with the organisations Data Protection Policies and the Data Protection Act and other relevant legislation. You will ensure that confidentiality is respected and maintained at all times. Where appropriate you will work with computers, new technology and associated systems as required and support staff in its use. You will comply with the regulations as set out in Parkside High CIC GDPR Policy

**Customer Care**

You will promote and deliver fair and high-quality customer care services that are sensitive and responsive to clients/service users and in accordance with Parkside High’s Aims and Objectives.

**Environmental**

Parkside High CIC are committed to protecting the environment and reducing its carbon emissions.  It is therefore the responsibility of all employees to minimise their impact on the environment whilst working for Parkside High CIC.

**Disclosure and Barring Checks**

In those posts where post holders have access to either children, vulnerable adults or highly confidential information a Disclosure and Barring check will be undertaken prior to that person’s appointment to the job.

**Other Duties**

This job description sets out the duties and responsibilities of the post at the time when it was drawn up. Such duties and responsibilities may vary from time to time without changing the general character of the duties or the level of responsibility entailed. Such variations are a common occurrence and cannot themselves justify a reconsideration of the grading of the post. Any changes which are of a permanent nature will, following consultation with you, be included in the job description in specific terms and will be formally issued to you.