

Job Description

Job Identity

Post Title: Health & Wellbeing Youth Worker	Salary: £20,800 per annum
Responsible to: Elgin Youth Development Group	Weekly hours: 37.5
Reports to: Chief Officer	Base: Elgin Youth Cafe

Job Purpose

To support young people to reach their potential and to become valued and active members of their community. This will be achieved by creating a positive, supportive and safe environment where young people can develop life skills, improve confidence, and build positive relationships. The post holder will be expected to provide young people with opportunities for developing their health and wellbeing, and help them to make healthy life choices.

Way of Working

The post holder will be expected to work as a member of a dynamic youth team in a creative environment where new ideas, new ways of working and supporting young people are actively encouraged. This approach requires initiative, flexibility and adaptability and above all a passion for working with and supporting young people.

The Youth Team will also work closely with and support the Management Team and volunteers in the overall objectives of Elgin Youth Development Group and the Youth Café operation.

Major Tasks

1. To be responsible for the management, support and development of health and wellbeing programmes within the charity
2. To help to develop, plan and deliver a range of other programmes, activities, group work sessions and events for young people
3. To support and be a resource for young people, listening and advising them on issues that they face, encouraging them to make positive choices.
4. To support the management team in the general administration, running and operation of the Youth Café.
5. To liaise with schools to organise and run in-school sessions to promote the Youth Cafe.

Specific Activities

1.	To be responsible for the management, support and development of health and wellbeing programmes within the charity
1.1	<p>After School Clubs – Cooking Clubs (Gourmet Grub)</p> <ul style="list-style-type: none"> • Plan and deliver healthy cooking classes (minimum of 1 per week) • Plan and deliver nutrition information sessions as part of the classes • Plan and deliver healthy cooking activities during 1 evening a week and during school holidays • Ensure local and healthy products used in the Youth Café wherever possible • Actively promote sessions both internally and externally • Actively work with other agencies and organisations e.g. NHS Grampian to develop the programmes • Manage the budget allocated to the project • Obtain, monitor and evaluate feedback from young people and other agencies
1.2.	<p>After School Clubs – Health and Fitness</p> <ul style="list-style-type: none"> • Develop and run fitness programmes (1 evening per week) with a focus on targeting young people who may not be currently engaging in sports / exercise on a regular basis • Promote the benefits of regular exercise • Plan creative and innovative fitness programmes in conjunction with other agencies

Youth Worker

	<ul style="list-style-type: none"> • Motivate young people to keep up their commitment • Actively promote sessions both internally and externally Manage the budget allocated to the project • Obtain, monitor and evaluate feedback from young people and other agencies
2.	To help to develop, plan and deliver a range of other programmes, activities, group work sessions and events for young people
2.1.	<p>In consultation with other members of the youth team, plan and organise activities and events for young people during evening and holiday periods</p> <ul style="list-style-type: none"> • Consult with young people to find out what they want to do • Plan an engaging programme of activities throughout the year • Organise activities, events, issue based talks and discussions, with appropriate providers • Deliver activities within youth team capabilities, including working at least two evening sessions per week. • Support young people during activities and ensure their wellbeing, working with other professional staff • Support volunteers and encourage them to assist with the delivery of activities maintaining a safe, positive environment • Provide detailed session plans for all activities in advance, carry out risk assessments as appropriate and ensure consents are completed on time • Ensure evaluations are carried out for all activities as required, and ensure reports are completed measuring progress against agreed outcomes
3.	To support and be a resource for young people, listening and advising them on issues that they face, encouraging them to make positive choices.
3.1.	Run 'therapeutic' group work or one-to-one sessions with young people as required helping them to identify their needs and acquire the confidence, skills and the resources to meet them.
2.3	Work with the youth team to ensure a consistent approach to boundaries, guidelines and discipline issues.
3.2.	Listen to young people when they have issues to discuss and advise them appropriately. This may include referring the young person to the agency most able to meet their needs.
4	To support the management team in the general administration, running and operation of the Youth Café.
4.1.	To produce reports for Directors and Funders
4.2.	Prepare for and support 'Special Events' such as the AGM, Youth and Volunteer Awards and Open Days. This will involve organising and supporting events, producing reports, displays and delivering presentations.
4.3.	Where and when possible, help plan, organise and run any other activities that In consultation with other members of the youth team will further the aims of the Cafe, including Cafe hires and fundraising events.
5.	To liaise with schools and run sessions within schools to promote the activities of the Youth Cafe
5.1.	Liaise with appropriate Guidance Teachers/Deputes to organise access to assemblies, lunch time slots and PSE classes
5.2.	Carry out in-school sessions in conjunction with the rest of the youth team

Equal Opportunities

The Elgin Youth Development Group is committed to equal opportunity employment whereby employees and applicants for employment will be given equal opportunity in recruitment and training irrespective of age, race, colour, marital status, political belief or disability.