

Job Description

Job Identity

Post Title: Hospitality Team Youth Worker Salary: £20,700 pro-rata
 Responsible to: Elgin Youth Development Group Weekly hours: 18
 Reports to: Chief Officer Base: Elgin Youth Cafe

Job Purpose

To run the Youth Café’s hospitality employability project. To recruit, support and monitor appropriate young people; involving them in the Hospitality Team of the Café and helping them to get the most out of the employment experience funded by the ESF.

100% of time to be spent on this European Social Fund project

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 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 involved in a wide range of programmes, activities, group work sessions and events to build relationships with young people both in and outside the project. To identify appropriate young people to be part of the Hospitality team project.
2. To support young people through the application and interview process.
3. To support the employees of the project to get the most out of the experience
4. To support the management team in the general administration, running and operation of the project.

Specific Activities

1.	To be involved in a wide range of programmes, activities, group work sessions and events to build relationships with young people both in and outside the project. To identify appropriate young people to be part of the Hospitality Team Project.
1.1.	In consultation with other members of the youth team, take part in activities and events for young people during evening and holiday periods. <ul style="list-style-type: none"> • Build relationships with the young people of the café • Develop links with organisations working with young people in the target groups • Speak with young people regarding the project and identify individuals who are eligible to apply for posts.

2.	To support young people through the application and interview process.
2.1.	Run group work or one-to-one sessions with young people as required to help them to identify their needs and acquire the confidence, skills and the resources to meet them.
2.3	Work with the young people to produce material for the application process – CV, letter, etc.
2.2.	Arrange interviews, coordinate the employment of young people on behalf of the café.
2.3	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.

3.	To support the employees of the project to get the most out of the experience
3.1.	Day to day support and supervision of young people working at the YDG
3.2.	Run appraisals and supervisions regularly with the employed young people
3.3.	Undertake outreach work as identified by the Senior Youth Worker / Chief Officer

4.	To support the management team in the general administration, running and operation of the project.
4.1	To undertake project related paperwork and administration
4.2.	To represent the employability project at weekly team meetings and liaise between the team and the young people in employment at the cafe
4.3.	Be aware of opportunities for case studies and write up as appropriate.
4.4.	Assist the Senior Youth Worker / CO to produce the monthly reports for Directors and Funders
4.5.	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.

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.