

**RECRUITMENT PACK**

**Support youth worker**

How to apply

Job description

Job specification

Job advert

funded by



September 2020

**How to apply**

If you are interested in applying for this post, please send us a completed application form as soon as possible. **We do not have a fixed closing date and will begin to interview suitable candidates when we can.**

Our anticipated recruitment timetable is as follows:

|  |  |
| --- | --- |
| Advertisement goes live | 28 September |
| Ongoing recruitment | 16 October |
| First interviews from …. | 10 October |

If you have any questions about the role please email info@socopa.org.uk with your question and we will get back to you as soon as possible.

**Please send completed applications forms to** **recruitment@socopa.org.uk** **with SUPPORT YOUTH WORKER APPLICATION in the subject line.**

**JOB DESCRIPTION**

1. **JOB SUMMARY**

The SOCOPA Support Worker will work with young people in the SOCOPA youth club based in St Matthew’s.

The post holder will be responsible for ensuring young people are registered onto the programme; setting up and supervising activities for young people; clearing up at the end of the session; entering registration details onto the database.

The postholder will initially report to the SOCOPA Chief Executive and later a Youth Project Co-ordinator.

1. **MAIN ROLES AND RESPONSIBILITIES**

**2.1 Themed activities/ workshops**

* In discussion with the Chief Executive/ Youth Project Co-ordinator, set up activities for young people so everything is ready before they arrive.
* When young people arrive ensure everyone has completed a registration form with emergency contact details etc. and for future weeks completes the attendance register.
* Supervise young people during activities and ensure everyone takes part.
* Ensure young people are safe, that they follow any relevant social distancing or PPE requirements. Notify the appointed responsible person if there are any concerns about individual safeguarding or personal safety.
* Ensure sessions finish on time and young people leave safely to go home.
* Clear up equipment, chairs and other furniture.
* Provide a short, written report as well as registration information on the Session Report Form to the responsible person.
* Undertake training provided by SOCOPA as required.
* Undertake any other reasonable duties as required.
1. **TERMS AND CONDITIONS**

Salary: Salary £15/ hr up to 3-6 hrs week to December 2021. The postholder will be required to work evenings and some weekends according to the programme schedule.

1. **ABOUT SOCOPA**

The Somali Community Parents Association has worked with the Somali community in St Matthew’s since it was established in 2007. Our offices are based on the St Matthew’s estate and our staff live there too and are well known to the community. We are also work closely with local statutory services, including the police, local authority neighbourhood staff, the NHS and local schools providing support to the large Somali population in the area. We deliver services to over 1,000 beneficiaries each year who come to us for support and advice, learning programmes or to seek the views of the community we serve.

SOCOPA has significant experience of running programmes in the St Matthew’s neighbourhood and has built up a reputation for reliability and reach into the Somali community in the neighbourhood. In the last year we have delivered consultations with local people for the Police, University of Leicester Hospitals Trust and the Deputy Mayor of Leicester.

We have also run popular programmes for Somali young people, including an award-winning programme with the Canal and River Trust and a youth sports club. We are currently working under contract with Barnardo’s to support vulnerable young people in St Matthew’s after Lockdown and have secured investment from BBC Children in Need to support young people’s education and social development.

**PERSON SPECIFICATION**

|  |  |
| --- | --- |
| **Criteria** | **Requirement** |
| Relevant experience working with young people in a youth work or non-formal education setting. | Essential |
| Experience of and ability to work as part of a small team. |  |
| Understanding of young people and ability to empathise with their needs. | Essential |
| Understanding of the importance of keeping emergency contact details, records of attendance and short session reports. | Essential |
| Understanding of the importance of safeguarding and health and safety. | Essential |
| Well organised, adaptable to change and able to think quickly about changing plans if required.  | Essential |
| Understanding of Somali culture, language and traditions, and the challenges the community faces in the UK. | Essential |
| Willingness to work evenings and possibly weekends. Some travel may be required. | Essential |

**Job Advertisement**

**Support Youth Worker,** The Somali Community Parents Association

Salary: Salary £15/ hr up to 3-6 hrs week to December 2021. The postholder will be required to work evenings and some weekends according to the programme schedule.

The postholder will be based in St Matthew’s, Leicester.

The SOCOPA Support Worker will be responsible for assisting in the running of a youth club in St Matthew’s up to 2 nights a week. They will set up and run sessions, including sports and other activities for young people, ensure registration and attendance forms are complete and young people are safe and sessions meet health and safety guidelines.

The role might suit a trainee or recently qualified youth and community worker. We are looking for people with an understanding of the needs of young people and a commitment to supporting their personal development.

**Please send us your application form as soon as possible. There is no fixed deadline for this post. We will begin interviews when we have suitable candidates.**