Role Profile

Job title	Senior Youth Worker	**Salary**	£32,000 per annum
Reporting to	Head of Youth Work	**Holidays**	33 days a year pro rata (inclusive of bank holidays)
Location	Unitas Youth Zone, 76 Montrose Avenue, Edgware, HA8 0DT	**Hours**	40 hours a week – (flexibility required, including regular evening and weekend work) 0.8 FTE would be considered
Key Relationships	Chief Executive, Senior Leadership Team, Delivery Team, Young People and Parents, Fundraising Team, Comms Team, OnSide Network colleagues, external organisations		

Main Purpose

The role of Senior Youth Worker sits within Unitas' Delivery Team. The postholder will be responsible for improving and driving the quality of Unitas delivery and supporting the day-to-day function of an outstanding seven day a week youth offer within a state-of-the-art multi-million-pound centre. As part of a collaborative Delivery Team, Senior Youth Workers share collective responsibility for the planning, coordination, and successful delivery of services, working together to ensure a consistent, high-quality experience for young people and maintaining the smooth operation of the centre.

This role primarily focuses on two of the organisation's key strategic objectives: driving **outstanding quality of delivery** as well as supporting with the other key delivery objective of **increasing the number of young people who attend Unitas.**

General Duties and Responsibilities expected of all staff

- Be a role model for young people and present a positive "can do" attitude
- Take personal responsibility for own actions
- Commit to a culture of continuous improvement
- Work within the performance framework of Unitas Youth Zone and OnSide
- Represent Unitas Youth Zone positively and effectively in all dealings with internal colleagues, and external partners
- Comply with all policies and procedures, with reference to safeguarding, codes of conduct, health and safety and equality and diversity to ensure all activities are accessible
- To be alert to issues of safeguarding and child protection, ensuring the welfare and safety of Youth Zone members is promoted and safeguarded, and to report any child protection concerns to the Designated Safeguarding Leads using the safeguarding policies, procedures, and practice (training to be provided)
- To assist with any promotional activities and visits that take place at the Youth Zone
- To actively promote the Youth Zone and positively contribute towards increasing Youth Zone membership
- To always adhere to Unitas Youth Zone policies, with reference to Health and Safety, Safeguarding and Equal Opportunities
- To be willing to step in and step up, and not see the below set of duties and responsibilities as exhaustive

General Duties and Responsibilities for this role

Youth Work Delivery

- Lead and deliver high-quality youth work sessions, including but not limited to: Juniors, Seniors, Limitless, Level–Up, HERspace and Holiday Club sessions
- Build positive, appropriately boundaried and trusted relationships with young people
- Create welcoming, engaging and inclusive environments.
- Support young people to participate, progress and achieve positive outcomes
- Promote a culture of respect, belonging and participation

Session Leadership

- Act as Session Lead/Duty Manager when required. This is a key part of the role ensuring sessions run smoothly, staff and young people are supported. As the Session Lead/Duty Manage you have overall responsibility for that session
- Support the smooth operation of youth club sessions and activities
- Ensure facilities, resources and equipment are safe, well maintained and ready for use
- Lead staff briefings and debriefs and ensure these are spaces for both communicating information and encouraging learning, development and reflective practice as part of a culture of continuous improvement

Team Leadership

1. Team management of Youth Work staff
   - Provide support, guidance and supervision to all Youth Workers and volunteers
   - Line manage a team of Youth Workers
   - Encouraging Youth Workers and volunteers' personal development through training and coaching

2. Being a positive part of the Delivery Team and organisational culture
   - Contribute to a positive team environment and organisational development
   - Participate in training, meetings and team development activities

Safeguarding and Behaviour Support

- Act as a Senior Safeguarding Practitioner
- Respond appropriately to safeguarding concerns and referrals
- Support behaviour management, including restorative approaches and respect contracts
- Maintain accurate records in line with organisational procedures
- Progress safeguarding cases (Cause for Concerns) as directed by the Designated Safeguarding Lead/Deputy DSL

Planning, Monitoring and Evaluation

- Plan and coordinate engaging programmes, activities and events
- Record impact data, case studies and young people's outcomes
- Complete monitoring and evaluation requirements, including MEApp records
- Contribute to continuous improvement of programmes and services

Young People's Development

- Support youth voice, participation and leadership opportunities
- Encourage progression pathways for young people, including volunteering, employability and leadership programmes
- Build positive relationships with parents, carers and partner agencies where required

Outreach and Community Engagement

- Support outreach activities in schools, community spaces and other detached settings
- Promote services and encourage participation from new young people
- Contribute to social media content and promotional activities where required

Specific Duties and Responsibilities for this role

Each Senior Youth Worker will hold responsibility for one or more specialist portfolios, which will be reviewed every 3–6 months based on organisational priorities, young people's needs, and the postholder's individual strengths and areas of passion.

Examples may include but are not limited to:

- Senior Club Oversight and Development
- Junior Club Oversight and Development
- Schools Engagement and Coordination
- Community Outreach
- Holiday Club Coordination
- Limitless Provision
- Youth Voice and Young Leaders
- Mentoring Programmes
- Junior-to-Senior Transition
- Post-19/25 Pathways
- Employability and Skills Development
- Funded Projects and Partnerships
- Arts, Music or Creative Programmes
- Sports, Unitas ABC
- Maker Zone Development
- HERspace and other female engagement initiatives
- Residentials, Trips and Events

Unitas Youth Zone are committed to safeguarding and promoting the welfare of children, young people, and vulnerable groups. This post is subject to an enhanced DBS check. The strength of the OnSide Network of Youth Zones is the diversity of its people; we place huge value on different people doing things in different ways and we welcome applications from what might be considered non-traditional backgrounds. The one thing we all have in common is our desire to raise the aspirations of young people across the country. We are an equal opportunity employer. All applicants will be considered for employment without attention to race, colour, religion, sex, sexual orientation, gender identity, national origin, veteran, or disability status.

PERSON SPECIFICATION
Applicants will be expected to demonstrate the experience, skills, abilities and attributes listed.

Person Specification Selection Criteria* A = Application Form, I = Interview, T = Assessment	**Essential or Desirable**	**Method of Assessment**
Experience		
Substantial experience of youth work	Essential	A & I
Substantial experience of leading and managing activities	Essential	A & I
Experience of managing staff and volunteers	Essential	A & I
A track record of successful project management	Essential	A, I, T
Experience of working through a staff team to deliver results	Essential	A, I & T
Experience of working within a team and prioritising work	Essential	A & I
Experience of managing and budgets	Essential	A, I & T
A track record of working with external funders	Desirable	A & I
Educational / Vocational Qualifications		
A professional Youth Work qualification	Desirable	A
Hold a Level 2 certificate in Youth Work or be working towards it	Desirable	A
Hold a 3-day first aid certificate (Training provided if not obtained already)	Essential	A
Hold a mental health first aid certificate (Training provided if not obtained already)	Essential	A
Skills		
Excellent communication skills, both verbal and written, relationship building, negotiation and interpersonal skills	Essential	A, I & T
Ability to relate to young people from all backgrounds	Essential	A & I
Effective people management and coaching skills	Desirable	A & I
Ability to both lead a team and work as a team member	Essential	A & I
Self-motivated and able to work to multiple deadlines, remaining calm under pressure	Essential	A & I
Strong organisational skills, with structured approach, ability to be flexible and responsive with a focus on results	Essential	A & I
Ability to be non-judgemental and open-minded	Essential	A & I
Ability to care about and be sensitive to individuals and the community	Essential	A & I
Can be flexible to meet the needs of young people	Essential	A & I