
Job Description | Lead Youth Worker – Bristol – Refugee & Asylum-Seeking Young People

Job Title: Lead Youth Worker – Bristol – Refugee & Asylum-Seeking Young People

Salary & Grade: £27,914 per annum / £13,957 pro rata – Grade 2.5

Normal Place of Work: The Station (Central Bristol) – with hybrid / flexible working subject to business requirements

Hours of Work: 14-20 hours, negotiable with the right candidate (40 FTE), including some evenings (there will be a mix of hours/working patterns across the team, to meet the needs of the service)

Responsible to: Bristol Youth Work Manager

Responsible for: N/A

Job Purpose

To lead the delivery of a programme of high-quality youth work targeted at Asylum-seeking and refugee young people, including open access, small group work and related 1:1 support.

To liaise and work in close partnership with a range of sector colleagues, both in operational delivery and opportunities for partnership growth such as developing a program for the recruitment of volunteers.

Key Responsibilities:

Each postholder will deliver to a specific workplan tailored to their hours and areas of specialisms or location.

1. To lead the design, delivery and evaluation of our work with refugee & asylum-seeking young people based at The Station, including our Welcome Wednesday / Welcome Thursday sessions, related small group work, 121 work, advocacy and collaboration with other agencies
2. To provide leadership, guidance and support to other members of the delivery team during sessions; including facilitating planning, debriefing, and team development
3. Identify any training needs for staff and volunteers to ensure they have the knowledge and skills to meet the needs of young people
4. Purchase resources for session activities

5. Support young people to ensure they reach their potential, overcome barriers and achieve their personal outcomes and goals
6. Work in a range of ways including 121, small group, open access and outreach
7. Deliver a range of positive activities including creative delivery and using creativity as a methodology
8. Work in partnership with sector colleagues and stakeholders across Bristol
9. Contribute to citywide activities and events for young people
10. Ensure young people's comments, voices and suggestions are at the heart of service delivery and respond to their needs.
11. Safeguard the young people we work with at all times, following policy, procedures and due process.
12. Embed outcomes and evaluation monitoring using CYN's toolbox with a commitment to continuous improvement of practice
13. Ensure that delivery and internal administrative tasks are completed in a timely and accurate manner as required by CYN systems and funders requirements.
14. Work alongside the fundraising team to support bid writing and funder reporting.

General Responsibilities:

1. Act as a representative of the organisation in all dealings with internal and external agencies and stakeholders.
2. Safeguard the welfare of children, young people and vulnerable adults, working within organisational safeguarding policies and local authority frameworks.
3. Ensure that all administration, records and files are stored and processed in line with the Data Protection Act 2018 and the General Data Protection Regulations 2018.
4. Provide a diverse and culturally sensitive approach in all dealings with Creative Youth Network and act within the organisation's Equality and Diversity policy and frameworks.
5. Promote equality and anti-discriminatory practices within all aspects of service delivery.
6. Promote a safe working environment in line with policies on Health and Safety, highlighting any significant deficiencies to the line manager.



7. Act in the interest of the organisation throughout all dealings with internal and external stakeholders.
8. Undertake any other duties as may be reasonably required.

This list of tasks is not exclusive and does not form part of any contract of employment. Duties may be varied from time to time, with the job description being subject to review or periodic amendments.

Last Updated: November 2024

LEAD YOUTH WORKER - BRISTOL - PERSON SPECIFICATION

Criteria	Assessed by:			
	AP	IV	AS	QC
<i>Essential</i>				
Experience of working with young people under 19. Experience of running a positive activities programme for young people	✓			
Able to provide children and young people with enjoyable, stimulating and challenging experiences	✓		✓	
Able to provide children and young people with appropriate information, advice, support and challenge, and refer them to specialist help when required	✓			
Able to identify vulnerable children and young people and target services accordingly		✓	✓	
Able to establish and maintain positive relationships with children and young people, including agreeing limits for acceptable behaviour	✓	✓	✓	
Able to use a variety of approaches creatively – matched to children and young people’s different needs abilities and interests	✓	✓	✓	
Good written and verbal communication and counselling skills	✓			
Experience of using a variety of information technology and the ability to maintain accurate and detailed records on a database	✓			
Knowledge of the Children Act and experience of safeguarding responsibilities	✓	✓		
Commitment to on-going professional development	✓	✓		

Commitment to developing knowledge of refugees and asylum seeking in which they will be working and an understanding of the issues of sections of the community	✓			
Lived refugee / asylum seeking experience highly desirable	✓	✓		
Experience of 121 follow up work with young people	✓	✓		
Experience of targeted small group work	✓	✓		
Work flexibly, including evenings, weekends and other unsocial hours	✓			
<i>Desirable</i>	AP	IV	AS	QC
Level 3 qualification in an area related to work with children and young people or willing to work towards this is highly desirable	✓			✓
Experience of managing a small team including, staff and volunteers	✓	✓		
Lived experience of accessing youth services	✓			

AP = Application Form
IV = Interview

AS = Assessment/Task/Presentation
QC = Qualification Certificate