

Job Description

Female Youth Worker

POST	Female Youth Worker/Project Officer
SALARY	£8.00 p/h (London Living Wage)
CONTRACT	Sessional Worker
LOCATION	East London, Tower Hamlets

Safeguarding & DBS Disclosure

- The Rooted Forum like all organisations within Tower Hamlets is committed to safeguarding and promoting the welfare of children. This post is exempt from the Rehabilitation of Offenders Act 1974. A DBS enhanced disclosure that is satisfactory to us will be a condition of appointment.

Responsible To

- The post holder is responsible to the Senior Manager

Purpose

- The post holder will be responsible for the effective planning, delivery and reporting of the East Girls Project, of The Rooted Forum (TRF).
- The post holder will be responsible for projects outputs and outcomes
- The post holder will be required to supervise staff in the effective delivery of the programmes
- The post holder will be required to undertake work related to other projects of TRF as and when required/requested by the Senior Manager.

Major duties and responsibilities

- To conduct outreach in targeted wards and estates in order to raise awareness of the East Girls Project
- Work with young girls aged 13-19
- Conduct consultation with young girls in the area and design a programme for them □
Plan and deliver sessions during term time
- Plan and deliver holiday sessions during school holiday periods (dependent on secured funding)
- To liaise with appropriate partners and services to offer tailored workshops and training to young girls with the view to raising their aspiration
- To maintain up to date records and case studies
- To adhere to The Rooted Forum's policies and procedures relating to confidentiality, child protection, vulnerable adults, health and safety and all other applicable policies and procedures
- To evaluate and review work/activities using agreed criteria and templates
- To ensure full participation in one-to-one and supervision meetings, and any other meetings that may be deemed necessary for the post
- To undertake and complete training and personal developmental programmes/courses deemed necessary for the post
- Manage staff and volunteers of the project, conducting supervisions and setting tasks □
Ad hoc duties related to different projects

Wider Organisational duties:

- Attend meetings, conferences and training as and when required
- Work towards meeting an annual fundraising target
- Promote equality and diversity
- Abide by organisational policies and procedures
- Help towards the planning and delivery of community events

Equal Opportunities

To promote and comply with TRF's Equal Opportunities Policy

Person Specification

Qualification

QCF Level 3 Youth & Community Work	D
QCF Level 2 Youth & Community Work	E

Experience

Substantial experience in youth and community work	E
Experience of taking a lead of groups and working in a one-to-one setting	E
Report writing experience	E
Experience of organising and delivering workshops	E

Knowledge

Knowledge of relevant legislation and guidance in relation to working with, and the protection of, children and young people.	E
Knowledge of the dynamics of the community in Tower Hamlets and their needs	E

Other

IT Literate	E
Good written and spoken English	E
Display commitment to the protection and safeguarding of children and young people	E
Resilient and demonstrate ability to work well under pressure and manage time effectively	D
Successful track record of bid writing	D
Understanding of equal opportunities and diversity	E