



Nottingham & Nottinghamshire Refugee Forum

YOUTH PROJECT ACTIVITIES WORKER

JOB DESCRIPTION

Post:	Youth Project Worker
Hours:	11 hours per week taking into account the needs of the organisation. Evenings & occasional weekends may be required.
Status:	Funding available for 3 years
Location:	Sycamore Centre, 33a Hungerhill Rd, Nottingham, NG3 4NB and Mansfield Road Baptist Church, Gregory Boulevard, Nottingham.
Salary:	£22,000 pro rata, funding available for 3 years
Responsible to:	Advice Services Manager

JOB SUMMARY:

This project will provide weekly activities for refugee and asylum-seeking young people (13 - 19) to promote good physical and mental health, affirmative relationships, independence and resilience and positive life choices.

The main areas are:

1. Young people will have a greater awareness of their own emotional health and well-being through 'emotional wellbeing' workshops, and through a wider range of activities, while gaining skills to identify and articulate their feelings and emotions, and to seek support to minimise the negative effects of stress in their daily lives.
2. Young people will feel safer in their community with an increased sense of belonging by having a safe space to engage in activities which are meaningful to them. They will make positive choices with how they spend their free time and develop sustainable relationships with each other and trusted adults.

MAIN DUTIES & RESPONSIBILITIES

SERVICE DELIVERY

- Maintain and develop the weekly youth group, including developing a programme of activities throughout the year
- Organise workshops and activities relevant to the needs of the young people within the youth group setting, including homework support, ESOL classes, art groups, and workshops.
- Organise the recruitment, support and management of volunteers ensuring that they are used appropriately to reflect the needs of the project.
- Ensure that referrals made by support workers, foster carers and social workers to the group are followed up accordingly and in a timely manner.
- Develop relevant materials to support the activity programme.

- Follow up on support needs arising from activity-based work, in close liaison with other team members
- Ensure good practice and standards are maintained particularly around safeguarding and health and safety.
- Work closely with the Young People's Caseworker to ensure issues are identified, referred on and action appropriately.

PARTNERSHIP WORK/EXTERNAL LINKS

- Liaise with key partners to ensure the sessions run as smoothly as possible, as well as developing new partnerships where appropriate.

MONITORING & EVALUATION

- Monitor attendance of the group, undertake weekly evaluations of sessions, keep accurate records and undertake regular reviews of the needs of the young people attending.
- Attend wider programme monthly meetings to bring feedback and reviews for monitoring and evaluation along with relevant suggestions, interventions for improvement and sharing of good practice

ORGANISATIONAL RESPONSIBILITIES

- Attend staff meetings and cooperate in personnel procedures such as appraisal and supervision
- Working with other staff as designated, help prepare and set up events such as Refugee Week, conferences and AGMs.
- Support other NNRF services i.e. General Advice when required.
- Any other duties which may reasonably be regarded as within the nature of the duties and responsibilities of the post, subject to the proviso that any changes of a permanent nature will be incorporated into the Job Description in specific terms, following consultation with the postholder.
- Keeping up to date with and taking an active interest in legislation and government rules directly affecting children & young people, especially refugees and asylum-seeking children.

The role will include at least one evening per week (currently Tuesdays), and occasional weekends/evening work.

This list of duties & responsibilities is not intended to be exhaustive. The post holder will be expected to perform additional tasks when required; these tasks will be in keeping with the general profile of the role.

PERSON SPECIFICATION

Candidates will be short-listed on the following specifications and need to address each of them in their application.

All relevant experience whether paid or voluntary, in the UK or overseas may be included. NNRF values different & creative ways of working.

E – Essential, D – Desirable

EXPERIENCE

- At least two years' experience of working with young people, preferably young refugees/asylum seeking young people or other vulnerable youth groups (E)
- Experience of recruiting, training, managing and working alongside volunteers(E)
- At least 2 years' experience planning and organising projects, preferably designed for young people
- Substantial experience of working with volunteers and staff within the charitable sector (E)
- Experience of liaising and negotiating with external agencies (E)
- Experience of keeping accurate work records (E)
- Full clean driving licence and access to own vehicle will be strongly advantageous (D)
- Experience of working with professional interpreters, both face to face and by phone (D)

KNOWLEDGE/COMPETENCIES

- Strong organisational skills, a self-starter who can effectively manage their time and conflicting priorities (E)
 - Ability to plan and execute projects designed to engage and support young people (E)
 - Ability to work with volunteers, staff and partners to make the most of the services and support available (E)
 - Commitment to monitoring and evaluating work, ensuring that provision reflects the needs of those it targets (E)
 - Ability to motivate others to support specific projects, including motivating young people to engage (E)
 - An understanding of the needs and hopes of asylum seekers and refugees (E)
 - Working knowledge of legislation, policies and issues relevant to refugees and asylum seekers including immigration, housing, health etc (E)

 - Excellent knowledge of a range of statutory and voluntary sector services (E)
 - Skilled communicator in English both orally and in writing with the ability to produce high quality formal correspondence (E)
 - Good interpersonal skills and effective in influencing others (E)
 - Excellent knowledge of safeguarding (E)
 - IT competence including Microsoft packages, databases, use of the internet and email (knowledge of AdvicePro is an advantage) (E)
- Work in a flexible and agile way, adapting to changing circumstances in a positive and solution focused way (E)
- Knowledge and understanding of safe working practices for self and others (D)

PERSONAL CHARACTERISTICS (ALL ESSENTIAL)

- Proven commitment to supporting refugees and asylum seekers
- Strong commitment to Equal Opportunities and respect for diversity
- Understanding of the importance of maintaining confidentiality
- Able to maintain good professional relationships with colleagues in other agencies
- Able to work in a co-operative, supportive manner within a small team
- Approachable and friendly personality
- Good time-manager, able to work on own initiative

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Deadline: Sunday 31st October 2021 midnight

Interviews: Monday 15th November 2021