

# Middleport Matters Community Trust

## Job Description:

### Youth and Families Lead (30hrs/week)



#### Purpose:

Middleport Matters Youth and Families Provision will deliver fun and engaging activities and opportunities across the area. Activities will range from toddler groups, social youth clubs, physical and creative sessions, family workshops and holiday trips.

As Youth and Families Lead (YFL) with Middleport Matters, you will help and support children and young people to positively engage with each other, bring about positive change in their community, improve the quality of life and aspirations for individuals and others in the local area.

You will work predominantly with children and young people from 0 to 24 years and their families to develop supportive relationships and introduce them to new experiences, while working to increase their confidence, empathy, and ambition, and help them realise their own potential.

#### Primary Responsibilities:

The YFL will actively engage children and young people (CYP) in the community in meaningful activity and in making sense of the challenges which affect their lives. You will respond through empowerment and encouraging active participation, and act as the link between young people in the community and a range of other providers, such as the police, education, and local authority.

You will have a specific geographical community (Middleport, Longport & Dalehall) to focus your delivery with. Much of the delivery work will be carried out in the late afternoon/evening, weekends and during school holidays.

#### Tasks will involve, but are not limited to:

- meaningful outreach and engagement with CYP in the local area (including wider Burslem).
- planning, promoting, and delivering projects and shared activities to bring young people together through sports, social and creative sessions, information sessions and other relevant activity.
- working with partner organisations to plan, promote, and deliver appropriate activities (e.g. sports, art, social, creative).
- working with CYP (group or 1to1) to identify and support their personal, social, and educational development through a variety of strengths/asset-based approaches.
- working with CYP to encourage participation, co-design, and ongoing input into activities, assessing activity against the National Youth Agency standards.
- working co-operatively with children's services, health agencies and other community-based services, to provide the most effective service for children young people and families.
- building positive relationships and modelling pro-social behaviours to CYP.
- encouraging CYP to take part in and lead planning activities, community projects, and testing and reviewing activities.
- leading the development of the Middleport Matters' Youth and Families Programme and being responsible for co-ordinating delivery alongside the Youth and Families Worker and other staff.
- co-ordinating social action projects with young people and support their fundraising initiatives.
- developing new community resources in dialogue with CYP in the area.
- helping to raise awareness on issues relevant to the community and to CYP.
- working alongside the fundraising team to support the organisation's efforts, including developing youth projects and assisting with fundraising events to secure necessary resources and funding.
- monitoring project progress, including data collection, capturing photos and other evidence requested by our funders.
- preparing progress reports, research findings and case studies using a variety of methods (written, spoken, video etc.).

- liaising with interested groups and individuals to set up new services or bring existing services into the area.
- identifying and promoting appropriate volunteering opportunities for CYP (aged 8+ Junior Volunteering, and aged 13+ for other volunteer opportunities).
- planning, attending and co-ordinating meetings and events relevant to role and responsibilities.
- encouraging participation in activities and challenging inappropriate and anti-social behaviour.
- general administrative duties and supporting activities in the community hubs and other spaces within the community.

### **Essential Skills & Experience:**

In line with our commitment to safeguarding, before being allowed to work independently within this role, you will be required to provide a satisfactory Enhanced Disclosure and Barring Service certificate (DBS). This will be arranged and paid for by Middleport Matters Community Trust after acceptance of the role.

You will need to demonstrate your understanding and experience in:

1. knowledge and understanding of community and social issues affecting Stoke-on-Trent and Middleport.
2. ability to act with integrity in all situations, no matter how pressured.
3. building positive relationships with young people, families, and professionals.
4. creative thinking and problem-solving ability.
5. always adhering to confidentiality obligations and the boundaries of the children/youth/youth worker relationship.
6. offering positive and engaging activities for young people to explore issues affecting them daily (development of groups and other activities).
7. the ability to empathise with people's life experiences and circumstances.
8. research and report-writing skills including the ability to interpret or present data.
9. strong interpersonal skills which are essential to connect with young people (effective and adaptable).
10. Level 2 or above in English and Maths (GCSE, Functional Skills, Key Skills etc.).
11. a proven interest in working with communities and paid or voluntary experience in areas such as community work, social work, and/or youth work.
12. accurate and appropriate record keeping (e.g. safeguarding concerns, attendance and demographics).
13. be IT literate with a working knowledge of MS office including Word, Outlook, and Excel.
14. be able to use social media appropriately and effectively to promote opportunities and share news.
15. demonstrate initiative, motivation, and self-management in the workplace.

### **Other information:**

- This is a flexible hours contract, so each working day will vary depending on your scheduled activities for that week (with semi regular days to be agreed in advance), e.g. 2-8pm x5 days/week term time or 9am-5pm x4 days/week in school holidays.
- As YFL, you will need to be accessible to CYP and this means the work will include 'after school' sessions, evenings, and weekends, as well as adapted hours in school holidays, so considerable flexibility is required.
- You will have a base at one of our community locations in Middleport and will spend much of your time out and about in the community.
- In line with our Training & Development Policy, Middleport Matters will identify and support all staff in gaining appropriate qualifications and ongoing CPD.
- Travel within a working day is to be expected on occasion – appropriate business expenses will be reimbursed by Middleport Matters Community Trust in line with our Expenses Policy.
- Car driver/owner would be advantageous but not essential – the ability to travel safely, efficiently, and effectively (sometimes with resources) is more important.
- Overnight absence from home is rare but may be required on occasion, with advance notice given.

**Salary & Hours:** The FTE salary for this role is £26,325 (pro-rated £21,060 per annum).