

## **Percy Community Centre**

### **Percy Youth Project**

#### Job description – Youth Leader

Hours: Six per week (additional hours subject to funding)  
Hourly rate: £12.00  
Reporting to: Centre Manager

#### **Purpose**

Promoting the personal, educational, creative and social developments of young people, helping them reach their full potential. Helping to hold a safe and supportive environment where young people learn to:

- Treat themselves and others with respect
- Discover exciting new ideas and activities they are unlikely to experience anywhere else
- Have fun, play, laugh, experiment, make mistakes and thrive

#### Key Activities

- Welcoming young people into the building, ensuring everything is running smoothly and supporting young people engaging with the club.
- Managing 'Youth Work' staff effectively, ensuring their needs are met, relevant policies and procedures are followed, training is up to date & staff appraisals.
- Ensure relevant policies and procedures are adhered to and all co-workers are appraised to them.
- Liaise with centre manager on any issues of health and safety or misconduct and ensure that immediate action is taken if there is an issue.
- Contribute to the planning and preparation of activities.
- Supervise and contribute to the overall organisation of the youth club space to give an uncluttered appearance whilst maximising the 'welcome factor'
- Organise and supervise off-site activities as agreed by centre manager.
- Ensure all equipment and resources are in good working order and that broken resources are removed or unused.
- Oversee the advertisement of the youth club including posters & social media
- To monitor, record, evaluate and prepare reports as required.

- To assist that the youth programme is responsive to the community needs and that equal opportunity and health and safety issues are identified and addressed effectively.
- To assist in ensuring effective external and internal working relationships are established and maintained with organisations and agencies relevant to the work of the Percy community centre.
- To ensure the effective and accessible communication with staff, users, the general public and others as appropriate.
- To assist with the recruitment, leadership and management of the post holders reporting to this post, including performance review, in accordance with relevant policies.
- To promote and support the development of effective team working, ensuring that staff are motivated and have opportunity to develop personal potential.
- To ensure the development and communication of clear service objectives and performance targets.
- Maintain accurate records, ensuring confidentiality at all times.
- Keep accurate record of any incidents regarding staff, children or parents and file securely in the office.