

Job Title	Langdon Brady Youth Worker
Salary	£9,703
Contract	Part time (20 hrs/week)
Location	Homeworking & Edgware
Responsible to	Youth Services Manager

Background

Langdon's Brady Club provides Jewish young people aged 9-25 with learning disabilities and autism the opportunity to meet new people, make friends, take part in fun activities whilst learning social and life skills in a safe, stimulating and engaging environment.

The youth worker will be part of a team that enables young people aged 9-25 years with learning disabilities and autism to participate in a range of recreational activities ensuring that their needs are met.

Young people at Langdon Brady are provided with a safe, caring and well-resourced environment to ensure their needs and wishes are taken care of. Langdon Brady engages young people through late afternoon/evening sessions and holiday schemes.

Job Summary

To work across a variety of different projects and be responsible for planning and delivering engaging 1:1 support and group workshops to young people with learning disabilities and autism.

To ensure that all our services continue to be carried out smoothly and in the best interests of the young people. The role will include the responsibility of delivering specific youth work projects and programmes delivered in accordance with the policies and procedures of Langdon, helping young people to develop personally, socially and educationally whilst empowering Members' independence.



Key Responsibilities

- Ensure Langdon delivers on its ambition by developing an exceptional Youth Service.
- Assess the needs of young people to correctly plan, deliver and send out programmes for upcoming terms.
- Establishing positive relationships with all young people, supporting and enabling them to increase their confidence and realise their potential, fully integrating them into all project activities.

- To be part of a team of workers that is able to identify the formal and informal educational, social, cultural and recreational needs of the young people and plan a programme of positive interventions and innovation, that enhances the knowledge, awareness and the personal development of the young people.
- Be responsible for organising and managing outings, presenters, speakers, organisations, sessional staff and volunteers for the weekly clubs/ holiday schemes.

Meeting Diverse Needs

- Actively build and maintain relationships with parents and carers.
- Proactively build and maintain relationships with a variety of stakeholders including community groups, schools, synagogues and voluntary organisations.
- Write and review risk assessments and organise arrangements to attend external venues.
- Promote individual young people's learning and social development.
- Assess group dynamics and collaborate with leadership personnel to create activities for desired outcomes such as relationship building, positive social interaction, and improved self-confidence.

Young Person's Progress

- Responsible for accurate recording of young person's engagement and progress.
- Effective and timely reporting, ensuring parents / carers are kept informed and updated on young person's progress (and / or any challenges).
- Know and understand how to assess different learning and activity needs.
- Ensure collection, analysis and reporting of young person's point of view.
- Set targets for progression and regularly monitor and review the quality of the local youth work provision.

Resources and Safety

- To ensure a co-produced approach in the development of the Youth Service Programme and its related activities.
- Working in partnership with sessional staff and community organisations providing activities, culture, arts and creativity.
- To welcome the young people at the beginning of the session, and support them with the transition to go home at the end of the session.
- Support and mentor sessional staff and volunteers to ensure a motivated and high performing team.
- Responsible for reporting complaints, incidents and near misses.
- To clear up and clean the building and resources after sessions, leaving the space safe and tidy.
- To work at all times within Langdon's policies and procedures including Equality & Diversity, Safeguarding and Health & Safety Policies.
- To maintain confidentiality about service users, in line with the safeguarding policy.
- To attend regular programme planning and training sessions.
- To actively contribute to service monitoring, evaluation and development.

Cultural and Social Development

- To ensure Jewish Ethos and Cultural awareness is embedded within the Youth Service.
- Actively contribute to the Jewish culture that promotes community inclusion and maximises achievement and opportunities of young people.
- Support development of promotional material (digital, print and product).



Key Values

In addition to undertaking the duties as outlined above, the post holder will be expected to adhere to values of Langdon:

Excellence

To strive to be the best in everything we do by going the extra mile, paying attention to the small things and giving 100% effort and commitment every day.

Responsive

To positively challenge when things aren't right and be adaptable in a changing world to continue to grow and deliver our mission.

Integrity

To be honest, open and fair in everything we do, and deliver on our promises. (Trusted advisor).

Caring

To treat others how we would like to be treated with respect and kindness. (Put others first).

Empowering

To encourage our people to believe in their own ability and potential.

Equality & Diversity

To act in accordance with the organisation's Equality & Diversity Policy, which is designed to prevent discrimination of any kind.

Note

This job description outlines the roles, duties and responsibilities of the post. It is not intended to detail all specific tasks. Langdon reserves the right to alter the content of this job description to reflect the changing needs of the organisation, but is a correct reflection of the main duties of the post at the time of writing.



Acceptance

I agree to undertake the duties of the job in accordance with the above.

SIGNED:

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[Post Holder]

NAME:

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[Print]

DATE:

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SIGNED:

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[Line Manager]

NAME:

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[Print]

DATE:

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This document is to be signed and returned to the HR Department on your appointment and/or at the review point for Langdon Job Descriptions. The signed copy will be retained on your Personnel File.



Youth Worker Person Specification

	ESSENTIAL	DESIRABLE
Qualifications	Educated to GCSE level with grade A-C in Maths & English	NVQ Level 2 in youth work or equivalent
Personal Attributes Values	<ul style="list-style-type: none"> • Approachable and caring • Inspiring and motivational • Outstanding skills in developing key stakeholder relationships • Excellent organisational skills • Physically and emotionally resilient • Flexible, adaptable and calm under pressure • Creative in planning engaging sessions and confident in running them 	
Knowledge and Experience	<ul style="list-style-type: none"> • Understanding of issues relating to disability • Good understanding and knowledge of the safeguarding requirements • Experience of organising small scale events or coordinating project's • IT skills including fluent use of Microsoft office programmes • Social media skills in use of applications and platforms 	<ul style="list-style-type: none"> • Experience of working with young adults with learning disabilities and autism • Experience of working in co-production with a range of stakeholders
Communication & People Skills	<ul style="list-style-type: none"> • Outstanding interpersonal skills • Strong problem-solving skills and creative resourcefulness. • Ability to work effectively as part of a diverse team • A warm and friendly, approachable person with good interpersonal skills and the ability to communicate with and relate to children & young people 	



	ESSENTIAL	DESIRABLE
Organisation Skills	<ul style="list-style-type: none"> • Experience of developing a diverse range of arts, life skills and physical exercise activities • Flexibility and a willingness to work in innovative and non-traditional ways and an ability to think creatively and expansively • Composure under pressure, while maintaining high morale • Self-motivated, well-organised, able to prioritise and plan own workload as well as that of the service and team 	
Specialist Skills	<ul style="list-style-type: none"> • Evidence of, delivering positive outcomes for young people • An understanding of professional boundaries and attitude of working • An understanding of existing and pending legislation and regulation (e.g. Mental Capacity, Safeguarding) 	<ul style="list-style-type: none"> • Knowledge of charity/voluntary sectors with awareness of disability issues
Other	<ul style="list-style-type: none"> • Able to work outside of usual office hours in term time evenings (including Wednesday and Thursday evenings), term time weekends (Sunday evenings) and school holiday periods 	<ul style="list-style-type: none"> • Car driving license

