

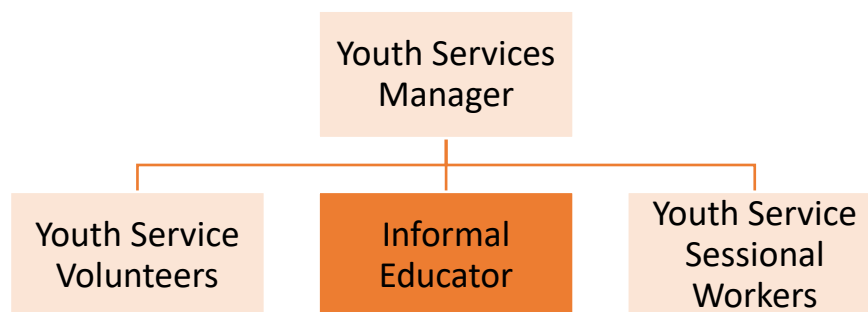
Job Title:	Informal Educator
Salary:	£22,000-£26,000 (dependent on qualifications and experience)
Location:	Edgware and Hendon
Responsible To:	Youth Services Manager

1. Job Summary

The Informal educator will encourage learning that occurs away from a structured, formal classroom environment. The role is part of the Langdon Brady team that provides a welcoming, inclusive environment that focuses on the social aspects of learning that is based on activities, conversation, and interaction. Activities range from arts and crafts to sports, music, dance, drama, cooking and basically anything else that is fun and allows our Members to practice their behaviour in a social environment.

The post holder will be required 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. The role will include the responsibility of delivering specific youth work projects and programmes, helping young people to develop personally, socially and educationally whilst empowering members' independence.

2. Organisation Chart



3. Key Responsibilities

- Ensure Langdon delivers on its ambition by developing an exceptional Youth Service.
- 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 staff that is able to identify the formal and informal educational, social, cultural and recreational needs of our Members and plan an innovative activity programme that promotes their personal development.

- To be responsible for organising and managing presenters, speakers, guests, sessional staff and volunteers for the weekly clubs/ holiday schemes in liaison with the Youth Services Manager.
- Collecting and analysing feedback from our Members and parents.
- Fulfilling organisational tasks, e.g. tidying our store room or sourcing refreshments
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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.

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.
- 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.

Jewish Values

- To ensure Jewish Ethos and Cultural awareness is embedded within the Youth Service.
- Actively contribute to our Members engaging with their Jewishness.
- Support development of promotional material (digital, print and product).

4. Key Values

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

- **Organisational Values**
To behave in accordance with the organisation's values of excellence, responsive, caring, integrity and empowering.
- **Equity, Diversity and Inclusion**
To act in accordance with the organisation's Equity, Diversity and Inclusion Policy, which is designed to prevent discrimination of any kind.
- **Health & Safety**
Ensure that all duties are carried out in line with the Organisation's Health & Safety Policy.
- **Risk Management**
Responsible for reporting complaints, incidents and near misses through the appropriate reporting procedures.
Responsibility for attending health & safety training as required.
Responsibility for assisting with risk assessments.

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.

5. Acceptance

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

Signed: (Post Holder)

Name: (Print)

Date:

Signed: (Line Manager)

Name: (Print)

Date:

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.

PERSON SPECIFICATION

Informal Educator

	Essential	Desirable
Qualifications	<ul style="list-style-type: none"> • Educated to GCSE level with grade A-C in Maths & English 	<ul style="list-style-type: none"> • NVQ Level 2/3 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. • Experience of working within social care and/or education settings. • IT skills including competency of Microsoft office programmes, photography and use of social media for personal communication. 	<ul style="list-style-type: none"> • Experience of working with children and/or young adults who have a learning, social or physical disability. • Good understanding and knowledge of the safeguarding requirements. • Experience of organising small scale events or coordinating projects. • Experience of working in co-production with a range of stakeholders
Communication & People Skills	<ul style="list-style-type: none"> • 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 	
Organisation Skills	<ul style="list-style-type: none"> • Flexibility and a willingness to work in innovative and non-traditional ways and an ability to think creatively and expansively. • Self-motivated, well-organised, able to prioritise and plan own workload as well as that of the service and team 	<ul style="list-style-type: none"> • Experience of developing a diverse range of activities.

<p>Specialist Skills</p>	<ul style="list-style-type: none"> • An understanding of professional boundaries and attitude of working with vulnerable groups. • To have knowledge of Judaism, its practice or values, or be prepared to learn about them and participate in rituals with the group e.g. lighting Shabbat candles 	<ul style="list-style-type: none"> • Knowledge of Charity/voluntary sectors with awareness of disability issues. • Evidence of, delivering positive outcomes for young people. • An understanding of existing and pending legislation and regulation (e.g. Mental Capacity, Safeguarding).
<p>Other</p>	<ul style="list-style-type: none"> • Acceptance of and commitment to the principles underlying Langdon's Equity, Diversity and Inclusion and Health & Safety Policies. • 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 Driver