

## **Job Description**

### **Youth Support Work Intern-Jack Petchey Foundation (Full-Time)**

**Bede Youth Adventure Project, Bede Centre, Abbeyfield Rd, London SE16 2BS**

#### **Job Context:**

Bede Youth Adventure Project runs a comprehensive programme of clubs and detached youth work sessions for young people aged 8 to 25 who live in Bermondsey and Rotherhithe (part of the London Borough of Southwark). The clubs provide an opportunity for young people to take part in adventure activities, enjoy social evenings and take part in discussions on social and personal issues facing young people today. The detached sessions on local estates give youth workers the opportunity to engage young people who are often not involved in formal activities and who can be disaffected in their attitude to the wider community. As well as regular clubs and detached sessions during school terms, Bede Youth Adventure organises day trips and longer residential during the school holidays, including a programme of week-long summer adventure activity camps.

Bede offers excellent opportunities for training and personal development, with the chance to pursue your own special interests within the overall framework of the evening clubs, detached work, schools and holiday programmes.

#### **Main Purpose of the Job:**

This new 12-month post is a youth work internship fully funded by the Jack Petchey Foundation under their Jack Petchey Internship programme. The intern is expected to contribute to the existing team of trainee youth worker, two lead youth workers, deputy manager and youth manager.

The intern's main role will be to support lead youth work colleagues in the delivery of programmes and projects to young people either at our Centre in Abbeyfield Road, London SE16, in local secondary schools or on local estates. The post holder will be expected to take direction from lead workers during sessions. In addition, the post holder will be expected to work directly with young people to develop their personal and social education, **via a special project of the intern's own interests, to be agreed with the Deputy Manager.**

The intern will be expected to contribute to the use of the project's administration and data capture systems.

The intern will be supported to enrol, study and complete the youth work course to NVQ level 2 and other identified and relevant training and development. (Safeguarding Children, First Aid, Health & Safety, Basic Food Hygiene etc.) and make a separate application to Jack Petchey Foundation for funding for these up to £1,000.

### **Main Duties and Responsibilities:**

The intern will work under the direction of the Deputy Manager to support the planned activities of the session. This will involve one to one work and also group work. The intern will need to be aware of service targets and outcomes and assist in working towards their achievement; assist with service development by contributing to planning, delivery and monitoring of projects and programmes for young people.

A minimum of 15 hours face to face work is required each week.

Specifically, the intern will:

- Work directly with young people aged 8 to 25 years (main target being 11 - 19 year age range, those with special needs up to age 25) to develop their social education by assisting in the provision of programmes of activities, services and facilities.
- Build relationships with young people and guide young people through our four-weekly programme.
- Develop individual activities or series of activities, with agreement of the Deputy Manager, to be delivered within the wider programme.
- Develop our online and social media reach - Instagram, Facebook, Twitter, TikTok, Youtube, Zoom
- Assist in the provision of support and information to individuals and groups of young people.
- Comply with the terms and conditions of the Jack Petchey Internship requirements; attendance at place of study, residentials, conference, training and monthly reports, etc.
- Attend and keep up to date with assignments as per the terms and condition of the designated training provider/s.
- Contribute to the use of existing administration systems to enable the smooth running of the youth office.

### ***General:***

- Assist in keeping statistical and activity records.
- Ensure that all sensitive information remains confidential and locked securely.
- Take part in daily session planning and debriefs, weekly team meetings and monthly supervision.
- Support the project team in representing Bede Youth Adventure Project at meetings with other agencies and partners including the Annual General Meeting of Bede House Association.
- Contribute to the overall smooth running of the Bede Youth Adventure Project and to the effective teamwork within the Project.
- Comply with Bede House Association's policies and procedures, following good professional practice at all times.
- Carry out any other duties reasonably requested by senior staff.

## **Person Specification**

### **Bede Youth Adventure Project/Jack Petchey Foundation – Youth Support Work Intern**

#### ***Essential Competencies, Qualifications, Skills, and Knowledge***

Candidates must be willing to undertake training to further professional and personal development and be prepared to work flexible and unsociable hours:

- Have at least 1 month's youth work experience in a paid or voluntary capacity.
- Able to establish a rapport with, and gain the respect of young people aged 8- to 25.
- Able to handle and respond effectively to inappropriate and challenging behaviour from young people.
- Able to successfully work with work colleagues and to take direction.
- Willing to organise and participate in adventure activities.
- Social media skills and knowledge.
- Enthusiasm for working with young people living in Bermondsey and Rotherhithe, and an understanding of issues facing young people in inner city areas where education and employment prospects are often limited and family relations often strained.
- Available during school holidays for daytime activities and residential.
- Be committed to own learning and development.
- Good literacy and numeracy skills.
- Good organisational and administration skills.
- Punctual and reliable.

#### ***Desirable Competencies, Qualifications, Skills, and Knowledge***

- Evidence of competency in delivery of informal education and enrichment programmes.
- Experience of working inclusively with young people across the Autistic Spectra and those with disabilities.

## Summary of Main Terms and Conditions

### **Bede Youth Adventure Project/Jack Petchey Foundation – Youth Support Work Intern**

**Contract:** This is a fixed term 52-week contract ideally starting in April, 2021 (exact date to be confirmed on successful application). Review at 4 weeks and 12 weeks during 6-month probationary period.

**Salary:** £10.85 an hour (London Living Wage) plus additional payment for overnight residential sessions.

**Pension:** Auto-enrolment rules apply. Bede will match an employee's pension up to a maximum of 5% basic salary.

**Expenses:** Reasonable expenses will be payable as detailed in the Employees Handbook

**Annual Leave:** 25 days plus public holidays, which must be taken during club closures, normally the week after a school holiday period.

**Hours of Work:** 35 hours a week basic over 5 days and school holidays. The current normal working week is from Monday to Friday, with occasional weekend work and overnight residential. The normal working week may change depending on the needs of the programme. A minimum of 15 hours a week is to be spent on face to face work with young people. Start times can vary depending on the practical demands of meetings, admin, planning for activities and following up issues from clubs and detached sessions.

During school holidays activities, with the exception of residential, will take place during the day time. You are also required to attend a 1-hour supervision meeting once a month, and a 2 hour staff meeting every Tuesday. Lunch breaks (minimum half hour) are unpaid when working sessions longer than 6 hours.

**Police Check:** Bede will arrange a new DBS check at Enhanced level.

**Reporting Structure:** Your day to day management and supervision will provide by the Deputy Manager/ Senior Youth Worker. The team structure is as follows:

