

PERSON SPECIFICATION

Position: Youth Befriending project worker

ESSENTIAL
Educated to further education level or relevant qualification in youth work or a formal qualification i.e. HNC Working in communities, Community Education, Social Work, Health or equivalent.
Minimum of 2/3 years' experience of working with vulnerable children, young people and/or families
Good understanding of the issues facing young people affected by parental drug and alcohol use
Experience of working with young people and their families in a supportive way
Ability to work effectively on own initiative and as a member of a team
Working knowledge of Microsoft packages – Word, Excel, Access, Microsoft Outlook, Powerpoint, etc.
Ability to record, monitor and evaluate work
Reliable, consistent and dependable
UK driving licence and access to a car suitable for business use
DESIRABLE
Experience of working in the Voluntary Sector
An ability to work under pressure and meet deadlines
A knowledge of Getting it Right for Every Child

In addition, the post holder should be able to demonstrate the following:

Area	Essential	Desirable
Qualifications	Educated to HNC/further education level or relevant qualification in youth work, community work	Relevant professional qualification e.g. social work, education, community education or health or equivalent
Experience	Experience of direct work with young people from disadvantaged areas and/or marginalised groups. Experience of working as a volunteer or with volunteers.	Experience of working with families from disadvantaged and/or marginalised groups Experience of working within the voluntary sector

	Experience of training and working with groups.	Experience of supporting and supervising volunteers
Knowledge	<p>Understanding of the nature of befriending relationships.</p> <p>Understanding and knowledge of the needs of children and young people, and of the issues affecting them.</p> <p>Understanding of equal opportunities.</p> <p>Understanding of education, social work and other services for young people.</p>	
Skills	<p>Ability to relate well to children and young people (5-16 years), to assess their needs and to monitor their progress.</p> <p>Ability to work effectively with parents and professional workers.</p> <p>Ability to recruit, train, match and support volunteers.</p> <p>Ability to select resources and materials for use by volunteers and young people.</p> <p>Ability to keep accurate written records and to produce written reports.</p> <p>Ability to carry out routine administration and manage project base.</p> <p>Ability to work independently and proactively and also as part of a team.</p>	<p>Group work skills</p> <p>Computer or word processing skills</p> <p>Networking skills</p>
Other	<p>An awareness of and commitment to the work of the charity.</p> <p>Willingness to undertake training as required.</p> <p>A commitment to and understanding of working with volunteers.</p> <p>A commitment to promoting equal opportunities at work.</p> <p>An awareness of personal responsibility to health and safety at work.</p> <p>Confidentiality</p> <p>Available to work flexible hours, including regular evenings and occasional weekends, in accordance with the agreed shift rota operating within the unit as advised by the unit manager.</p>	<p>Enthusiasm and commitment to developing innovative and imaginative practice</p>

This post requires you to be a member of the Protecting Vulnerable Groups (PVG) Scheme and undertake the necessary vetting checks.