



The Dalgarno Trust is a community centre based in the top north-west section of the Royal Borough of Kensington & Chelsea serving North Kensington residents and the wider community.

We are the only community centre in this area, providing a range of services offering weekly activities, projects, and programmes that promote health, wellbeing, training, education, and inclusion for all ages.

We work in partnership with multiple voluntary and statutory providers including the Royal Borough of Kensington and Chelsea, health, information and advice, delivering core services and an extensive youth programme.

## Youth Club Worker (part-time)

### Job Purpose

- To plan and lead on the delivery of two evening weekly youth club sessions.
- To create and deliver youth projects in partnership with local individuals, community groups, voluntary and statutory agencies where applicable.
- To support the Youth Programme Coordinator with administration tasks relating to the delivery of Dalgarno Youth Programme.
- To ensure regular engagement and feedback is shared with the Youth Programme Coordinator.
- To oversee and evaluate the outcome of the youth club sessions through appropriate monitoring or feedback tools.

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### Terms and Conditions

Job title: Youth Club Worker

Location: Dalgarno Trust community centre will be your main office location, but you will be required to attend meetings or events at other locations from time to time.

Hours: **14 hours per week**

#### **Term Time**

3.5 hours on Monday evenings 4:30-8pm

3.5 hours on Wednesday evenings 4:30-8pm

7 hours on Tuesday during office hours 9-5pm

School Holidays, working time will vary in line with holiday camp provision. You will be expected to work 14 hours per week to support the camp which runs weekly from 10-3pm.

## Dalgarno Trust

### Job description – Youth Club Worker, March 2024



Contract Term: 3 years (in line with project funding)

Reporting to: DYP Coordinator

Salary: £15 per hour.

This post requires an Enhanced DBS check, to be carried out by Dalgarno Trust.

### Key Tasks

1. Working with the youth team staff, to plan and deliver a Youth Club of high quality, with innovative activities for children and young people that explore and develop their skills, encourage confidence, expand their opportunities and promote inclusive local neighbourhoods.
2. Explore and develop opportunities to work in partnership with other local youth/community organisations to expand access to opportunities for young people.
3. Consulting with children, young people and the wider community to gain feedback and identify areas of need, interest and/or concern. To compile and present the results to the DYP Coordinator, making recommendations for improvement or development of activities to meet identified needs.
4. Attend public meetings and community days, where applicable, to engage with young people and adults to promote the programme, and to seek opportunities with local individuals.
5. Contribute to the promotion of the youth club.
6. Facilitate visits from external agencies and partners to enhance the after-school programme.
7. Ensure DYP's behaviour policy is adhered to by all attending, by addressing issues as they arise and ensuring the safety of all attending.
8. Adhere to Dalgarno's safeguarding policies and procedures to reduce the risk of harm to children and young people.
9. Contribute to the promotion of the youth programme.
10. To complete administration tasks as assigned by the Youth Coordinator.
11. Where possible, negotiate for reduced rates for activities/trips and/or gifts in kind.
12. Able to work flexible hours as required; this may include evening sessions and school holiday periods (to be discussed and agreed with DYP Coordinator).

### Other Information

**How will the post holder know if they are performing?**



A number of performance targets will be planned and agreed each year with the line manager and these will be monitored at regular meetings. Regular feedback will be provided by the line manager with opportunities to discuss any problems, personal and team matters.

### Generic requirements

The post holder will be expected to comply with the Trust’s policies and procedures at all times. These include, but are not limited to safeguarding, equal opportunities, confidentiality, data protection and health and safety.

In order to do their job, the post holder will be expected to familiarise themselves with the Trust’s procedures and policies and to seek advice and guidance from the line manager if required.

The key tasks listed above are only an indication of the main tasks required to be performed. It is not an exhaustive list of duties and responsibilities and may be subject to amendment to take account of changing circumstances. Any changes will be made following discussion with the post holder.

### Person Specification

The Person Specification states the minimum knowledge, skills and experience required to carry out the job and is used for both short listing candidates for interview and to identify the areas to explore in an interview. Please show examples of how you meet the criteria in your supporting statement.

| Essential/Desirable Criteria       |  | Criteria                        |
|------------------------------------|--|---------------------------------|
| <b>Experience / Qualifications</b> |  |                                 |
| <b>1</b>                           | <ul style="list-style-type: none"> <li>Youth work qualification</li> <li>At least 2 years’ experience of working directly with children and young people</li> <li>Experience of planning and delivering youth and community activities/projects</li> <li>Experience of forming/managing youth forums</li> <li>Developing monitoring and evaluation systems to ensure feedback is collected from stakeholders</li> <li>Working in a multi-cultural environment</li> <li>Working to deadlines within a fast-paced environment</li> </ul> | D<br>E<br>E<br>D<br>D<br>E<br>E |
| <b>Knowledge</b>                   |  |                                 |



|               |   |   |
|---------------|---|---|
| <b>2</b>      | • Knowledge of current, regional, local community issues and agendas  | D |
|               | • Knowledge of methods to engage, consult and involve young people in programmes  | E |
|               | • Knowledge of Salesforce or similar CRM  | D |
|               | • Knowledge of the role of community organisations in regeneration and community development  | D |
|               | • Knowledge of the issues that face young people in inner-London; such as territoriality, policing  | E |
|               | • Significant knowledge and understanding of safeguarding and child protection policies and procedures relating to children, young people and vulnerable adults | E |
|               | • Understanding of therapeutic approaches to working with children and young people   | D |
|               | • Understanding of the developmental stages of child and adolescent development inc. attachment theory  | D |
| <b>Skills</b> |   |   |
| <b>3</b>      | • Ability to identify opportunities and potential partners  | D |
|               | • Ability to work with a wide range of individuals, statutory agencies and community organisations  | E |
|               | • Able to communicate effectively and creatively with diverse audiences, verbally and written   | E |
|               | • Proficient in the use of outlook, word and excel  | E |
| <b>Other</b>  |   |   |
| <b>4</b>      | • Willing & able to work flexible hours including regular evenings and potential weekends   | E |
|               | • Commitment to the organisation's diversity policies   | E |
|               | • First aid trained, or willing to attend first aid training  | E |

\*Desirable

\*Essential