



Milford Youth Matters



JOB DESCRIPTION

JOB TITLE:	Bicycle Workshop Youth Support Worker	
		GRADE: 6 SCP20 19,048 F/T equivalent
DIVISION:	Youth Service	22.5 hours a week
RESPONSIBLE TO:	Programme Co-ordinator	

JOB PURPOSE

The Bicycle Workshop Youth Support Worker will be responsible for engaging young people aged 16-25 on the Routes to Opportunity programme. The worker will be responsible for setting up and delivering workshops which will include; general bike maintenance and re-building bikes. The Bicycle Workshop Youth Support Worker will be responsible for planning, monitoring and evaluating the programme throughout the lifetime of the project and reporting to the Programme Co-ordinator. The Bicycle Workshop Youth Support Worker will oversee the running of the workshop and will be charged with ensuring all health and safety procedures are implemented. They will also be responsible for developing the associated social enterprise aspects and supporting young people in ensuring all commercial elements are addressed.

The key responsibilities with the post will include;

- Working with a group of a maximum of six young people by assisting individuals to acquire various skills and carry out the different tasks related to basic bike maintenance
- Help to ensure the safe use of tools and materials.
- Where necessary, provide support with embedded literacy and numeracy.
- Work with other staff on identifying support needs of individuals.
- Support individuals to record their tasks and progress in work booklets
- Working with Programme Co-ordinator to design and implement appropriate schemes of work.
- Establish links with the community to ensure a steady supply of donated bikes.
- Keep comprehensive records and statistical data utilising the Management Information System agreed and utilise assessments tools to evidence the file of work undertaken with individuals and groups.
- Ensuring key financial systems and processes are adhered to.

PERSON SPECIFICATION

- Nationally recognised qualification in youth work or working towards and achieving the qualification within a specific time period.
- Be willing to undertake a programme of Continuous Professional Development.
- Previous experience in working with young people aged 16-25
- Knowledge of basic bike maintenance with the ability to share these skills with young people
- Ability to develop and deliver embedded basic literacy and numeracy throughout the programme.

- Confidence to develop and implement health and safety policies and procedures in the workplace
- Be able to work outside normal office hours including weekends and evenings.
- Must be able to lead by example, be able to motivate and have excellent communication and interpersonal skills including the ability to empathise, develop positive relationships through trust and honesty and to deal with challenging situations and individuals.
- Demonstrate the capacity to work in a non-stigmatising environment.
- Possess an understanding of the key issues impacting on young people's lives today.
- Have knowledge of the major policies and legislation relating to young people.
- A working knowledge of IT.
- Ability to work on own initiative as an integral member of a team.
- Must possess a clean driving licence.
- Ability to speak Welsh is desirable.

Additional information

- Any offer for the post is subject to the individual securing an enhanced DBS check through the Criminal Records Bureau (Costs will be met by the employer)
- The post is subject to a six month probationary period.
- Hours are flexible and may include evening and weekends
- Holiday entitlement is a 4 week per annum, (pro rata where appropriate) and all statutory bank holidays.
- Staff will need to attend an induction and compulsory safeguarding training once appointed
- Travel expenses specific to the programme can be reclaimed
- Uniform and appropriate PPE will be provided by the employer at no cost to the applicant

This post is funded by the National Lottery through the Big Lottery Fund.