

**Hessle Road Network**

**Job Description**

**Trainee Youth and Community Worker**

**Hessle Road Network is a flexible employer and as such we actively encourage our staff team to maintain a healthy work life balance. All of our full-time posts are a maximum of 30 hours per week, resulting in our team working a 4-day week.**

**Hessle Road Network invests in the training and development of our staff team and offers pathways to career progression.**

**Our Vision**

A Stronger Community for All

**Our Mission**

Raising aspirations, self-esteem and confidence to enhance quality of life in our community

**Purpose of the job**

The primary aim of the post is to work with young people and the wider community to assist in providing a range of activities which encourage personal and social development.

**Position in organisation**

Line Manager – Deputy Chief Officer/Finance Director

Salary - £13,416 - £19,050

Hours – 30 hours per week (worked over 4 days, Monday to Friday)

**Main Duties**

* Develop professional relationships and communication channels with service users.
* Work alongside colleagues to offer support sessions to service users to address identified needs.
* Manage own diary and keep up to date with changes to timetables, meetings etc.
* Alongside colleagues, deliver detached/outreach work.
* Alongside colleagues, develop and deliver issue-based sessions/workshops aimed at improving service user’s knowledge and understanding of relevant issues.
* Alongside colleagues, support service user’s voice and influence.
* Alongside colleagues, develop and deliver community events.
* Alongside colleagues, plan, organise and promote activities for service users within and outside of the project base.
* With support, plan and deliver appropriate 121 support to identified service users.
* Alongside colleagues develop appropriate website and social media content.
* Alongside colleagues evaluate service delivery and compile case studies that identify outcomes achieved and distance travelled.
* With support, accurately maintain and update project databases.
* Develop effective working relationships with other agencies.
* Take an active role in the planning, monitoring and evaluation of sessions.
* Take an active role in team meetings and supervisions.
* Undertake a programme of in-house and external training, utilising what you’ve learnt within your day-to-day work.
* Maintain a positive, friendly and helpful approach.
* Represent the organisation in a positive and professional manner.
* Adhere to Hessle Road Networks’ policies, procedures and protocols.
* Perform such other duties as reasonably correspond to the general character of the post.

**General**

* We need a degree of flexibility and require staff to cover for unexpected activities/sickness/absence/holiday, possibly at short notice.
* Support colleagues effectively.
* Maintain a clean and tidy working environment.

**Working relationships**

* Service users
* Hessle Road Network staff.
* External organisations and agencies.
* The wider community.
* Hessle Road Network Board of Directors.

**Challenges**

* Engagement of disaffected and disengaged service users.
* Managing challenging behaviour.
* Dealing effectively with negative attitudes such as misogyny, racism and homophobia.
* Building trust and respect with the community.
* A continually changing workload, duties and timetable.