



## **JOB DESCRIPTION**

Title:	Youth Work Assistant Cover
Reference:	YWAC
Grade:	2 (£9.50 per hour)
Hours:	Zero hours casual contract
Reports to:	Youth Work Coordinators
Responsible for:	N/A
Location:	Based at the LGBT+ Centre with travel to various locations as needed, primarily in Greater Manchester and Cheshire.
Date:	August 2021

### **Overall purpose of the job**

To be responsible for supporting youth work sessions, primarily for LGBT+ young people aged 12-25.

### **Key responsibilities and duties**

#### **Cultural**

- To ensure that young people participate in the planning and delivery of services where appropriate
- To ensure that work is planned and delivered with respect to the diversity of young people engaged in the organisation

#### **Operational**

- to support the planning, delivery and evaluation of a programme of youth work
- to support other staff and volunteers when delivering our services
- to carry out administrative tasks as necessary
- to attend staff meetings when required

#### **General (includes working practice)**

- to carry out such other duties as deemed appropriate and agreed and known to be within the competence of the post holder
- to work collaboratively at all times
- to participate in training and development activities
- to attend supervision meetings with the line manager
- to support the fundraising of the Proud Trust
- to have a strong commitment to the values of equality, LGBT+ rights, youth and community work and the values held by the Proud Trust
- to value diversity ensuring that individuals are treated fairly and respected for their contribution in terms of experience, knowledge and skills
- to maintain confidentiality of information in line with data protection requirements and Proud Trust policy

- to comply with Health and Safety requirements, including having an awareness of personal responsibilities to maintain a safe working environment.
- to comply with all other policies and procedures of the Proud Trust

## PERSON SPECIFICATION

	Essential or Desirable
<b>Skills and Abilities</b>	
Has a good understanding of the issues faced by LGBT+ young people	E
Has a good understanding of the difference between gender identity and sexual orientation	E
Can be responsive and adaptive to the needs of young people	E
<b>Qualifications and Experience</b>	
Has experience of working with young people	D
Has good literacy and numeracy skills	E
Has undertaken recent safeguarding training	D
<b>Character and Personal Qualities</b>	
Hardworking, reliable and professional	E
Can relate to LGBT+ young people in an authentic way	E
Personable and positive	E
A team player who is organised, yet flexible	E
Helpful and supportive	E
Has good awareness of self	E
Proactively seeks personal development opportunities	D
<b>Other</b>	
Has a full UK driving license, and owns a car that can be used in conjunction to their work	D