



## **Youth Worker for Rhubarb Farm JOB DESCRIPTION AND JOB SPECIFICATION**

<b>Job Title:</b>	<b>Youth Worker</b>
<b>Reports to:</b>	Volunteer Co-ordinator
<b>Responsible for:</b>	School students on placement at Rhubarb Farm
<b>Grade /Salary:</b>	£16k 0.6 WTE for term-time only

### **Underlying values associated with all posts within Rhubarb Farm:**

The role/duties of the post are outlined below. In undertaking this role, the Youth Worker will be expected to act at all times in a way that is consistent with, and actively supports Rhubarb Farm's values and operating principles.

### **Role Purpose:**

1. To support and supervise young people on placement at the Farm from local schools.
2. To encourage and engage young people on placement in appropriate learning experiences – including horticultural activities.
3. To prepare activity and learning plans for those on placement, monitor individuals' progress and prepare progress reports as determined by The Volunteer Co-ordinator
4. To develop appropriate activities for young people to engage in and complete within a short period.

### **Key Duties and Responsibilities:**

1. To produce positive outcomes for young people.
2. To prepare individual activity and learning plans.
3. To develop and implement new projects and activities for young people to work on e.g. car mechanics, forest school activities etc
4. To develop and ensure projects are completed in a timely manner.
5. To supervise those on placement, ensuring their activities are in line with those planned and agreed with the young people – this will involve the Youth Worker engaging in horticultural work alongside the young people outdoors.
6. To assist participants to progress into education, employment or training following participation at Rhubarb Farm.
7. To ensure that those on placement follow Rhubarb Farm safety procedures.
8. Maintain contact with key staff in the schools that refer the young people.
9. To identify other needs that those on placement may have e.g. health, and liaise with appropriate agencies to arrange support.
10. To record progress of those on placement on the Rhubarb Farm cloud-based contact management system, Charity Log.
11. Marketing and public relations – to support and assist in Rhubarb Farm promotion and advocacy.
12. To work with colleagues to identify opportunities for Rhubarb Farm-related events and assist with their organisation, promotion and implementation.

**PERSON SPECIFICATION Youth Worker**

	<b>Essential</b>	<b>Desirable</b>
<b>Qualifications and training</b>	Proven experience in supervising and supporting young people who are struggling with school or unemployment Good IT skills, working knowledge of Windows packages.	Relevant qualifications.
<b>Skills and abilities</b>	<ul style="list-style-type: none"> <li>• Ability to establish rapport with young people struggling with school or work</li> <li>• Ability to supervise these young people effectively</li> <li>• Ability to work effectively as part of a team in a collaborative and supportive manner</li> <li>• Ability to induct, train and develop young people struggling with school or work</li> <li>• Ability to agree and monitor appropriate development activities</li> <li>• Excellent communication skills, both written and verbal</li> <li>• Ability to plan and develop appropriate projects to engage young people</li> <li>• Understanding of health and safety regulations as they apply to Rhubarb Farm, and how these need to be applied on site</li> </ul>	
<b>Experience/ Knowledge</b>	<ul style="list-style-type: none"> <li>• Experience/knowledge of the education systems.</li> <li>• Experience and knowledge of electronic record-keeping and reporting.</li> <li>• Experience of working with disaffected young people.</li> <li>• Knowledge of issues affecting young people.</li> </ul>	<ul style="list-style-type: none"> <li>• Knowledge of growing</li> <li>• Working in a community setting.</li> <li>• Awareness of sources of information and advice in relation to needs that those on placements may have, but which cannot be met by Rhubarb Farm itself.</li> </ul>
<b>Personal effectiveness</b>	<ul style="list-style-type: none"> <li>• Confident</li> <li>• Empathetic manner with young people</li> <li>• A flexible approach to working</li> <li>• Able to prioritise workloads</li> <li>• Able to deliver reports on time</li> <li>• Ability to work under pressure</li> <li>• Organised and good time-management skills</li> </ul>	<ul style="list-style-type: none"> <li>• Have a practical nature and be able to work on construction, woodworking and other projects as needed</li> </ul>
<b>Circumstances</b>	<ul style="list-style-type: none"> <li>• Commitment to support Rhubarb Farm's values and mission</li> </ul>	
<b>Diversity</b>	<ul style="list-style-type: none"> <li>• Demonstrable ability to work effectively with people from a range of ethnic, cultural and social backgrounds, both genders, all ages, abilities, and any religious or sexual orientation.</li> </ul>	

## **Further information and General Responsibilities**

### **Confidentiality**

Ensure confidentiality at all times, only releasing confidential information in line with Rhubarb Farm policy.

### **Data Protection**

Comply with the requirements of GDPR.

### **Equal Opportunities and Diversity**

Ensure that all service users, partners, colleagues are treated as individuals within Rhubarb Farm's Diversity and Equality framework

### **Health and Safety**

You are required to comply at all times with the requirements of the Health and Safety regulations and Rhubarb Farm's Health and Safety Policy and Procedures.

This post will be subject to a DBS check.

## **TERMS AND CONDITIONS**

Salary:	£16k 0.6 WTE for term-time only
Contract Type:	Tied to funding stream, until end of current school year
Location:	Based at Rhubarb Farm, Langwith
Hours :	Part-time, 3 days per week, including some weekend working. Term-times only
Leave:	No leave is associated with this post, as it is term time only so the successful candidate will not be able to take leave in term time.
Probationary Period:	All new employees are required to serve a 4 month probationary period. During this period notice of termination by either party will be one week.