

**RAY ACTIF 11-18 YOUTH WORK ASSISTANT JOB DESCRIPTION & PERSON SPECIFICATION**

**AIMS AND VALUES OF RAY**

RAY Ceredigion aims to support the health and wellbeing of residents in Ceredigion particularly those that are most vulnerable and disadvantaged. This role requires the ability to engage with and support a diverse range of stakeholders and it is essential to be a people person, to be able to compassionately value the role of staff, volunteers and participants in activities and to be able to demonstrate this through behaviours, values and attitudes both within and outside the organisation.

**PURPOSES OF POST**

The role of the RAY ACTIF 11-18 ASSISTANTcontributes to the delivery of face to face youth work sessions for 11-18 year olds in order to provide opportunities for them to have fun, make friends, learn skills and develop interests, gain confidence in their own abilities. It is essential to be a good role model in terms of own attitudes and behaviours.

**PRINCIPAL RESPONSIBILITIES**

* To d deliver a weekly activity programme for 11-18 year olds
* To communicate with children and their family members
* To keep accurate records
* To work alongside assistants and volunteers.
* To provide healthy food and snacks at every session
* To support and deliver the aims of the project.
* To contribute to policy and procedure reviews
* To attend training as required
* To undertake other reasonable duties as required

**RAY ACTIF 11-18 ASSISTANT E = Essential D = Desirable**

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| **PERSON SPECIFICATION**  | E | D | Tick to confirm |
| **QUALIFICATIONS** |
| Educated to Level 2 in related field  |  |  |  |
| Qualification in youthwork |  |  |  |
| Basic Food Hygiene certificate (training can be provided) |  |  |  |
| Current First Aid certificate (training can be provided)  |  |  |  |
| **EXPERIENCE** |
| Experience of working with 11-18 age group  |  |  |  |
| Experience of working with disadvantaged/vulnerable children or young people |  |  |  |
| Experience of delivering activities  |  |  |  |
| Experience of record keeping  |  |  |  |
| Experience in the voluntary sector  |  |  |  |
| **SKILLS & ABILITIES**  |
| IT skills  |  |  |  |
| Practical skills suitable for 11-18 #s eg outdoors, art, cooking |  |  |  |
| Understanding of healthy diet and nutrition  |  |  |  |
| Ability to maintain professional boundaries  |  |  |  |
| Ability to manage sometimes challenging behaviour  |  |  |  |
| An understanding of confidentiality and safeguarding procedures  |  |  |  |
| Ability to drive |  |  |  |
| Willingness to drive the RAY minibus  |  |  |  |
| **COMMUNICATION** |
| Ability to keep records up to date  |  |  |  |
| Ability to communicate with children and parents  |  |  |  |
| Ability to speak Welsh  |  |  |  |
| **MEETING DEADLINES / PRIORITISING** |
| Ability to prioritise workloads and manage time effectively |  |  |  |
| Ability to provide required paperwork on time |  |  |  |
| **FLEXIBLE HOURS** |
| Able to attend training or meetings outside of normal working hours  |  |  |  |