

## JOB ADVERT: Croydon Project Worker



### ROLE INFORMATION

**Job title:** Croydon Project Worker

**Work Days:** Current workdays and hours are Tuesdays 10am – 6pm, Thursdays 12 – 8pm, and Fridays 10am – 6pm. While there is some flexibility in this for the right candidate, it will be mandatory to work during the times of the activities listed in the job description below.

**Salary:** £15,862 for 3.5 days (£22,660 FTE)

**Reports to:** Croydon Service Manager

**Responsible for:** Interns/Volunteers

**Budget responsibilities:** None

In line with the Equality Act 2010, there is a Genuine Occupational Requirement that the post-holder is female due to the gender sensitivity of the work involved.

### MAIN PURPOSE AND SCOPE OF THE JOB

- The Project Worker will work 3.5 days per week planning, running, monitoring and evaluating our activities in Croydon. These include a weekly youth group and activities during school/college holidays, as well as a girls' group and cycle project run in partnership with other organisations. The role will also involve doing outreach to promote the activities and supporting the Managers with volunteer and intern recruitment.
- The Project Worker will consult with young asylum seekers and refugees about which activities they would like to have and refer/sign-post young asylum seekers and refugees for support with problems they are having.

### JOB DESCRIPTION

1. To plan, organise and deliver a range of activities that support young refugees and asylum seekers to develop their communication skills and increase their confidence. These currently include:
  - a weekly girls' group run in partnership with the Refugee Council (Tues 3:30-6:30pm)
  - a weekly youth group that will include male and female young asylum seekers and refugees (Thurs 4-8pm)
  - a weekly women and girls' cycle project run in partnership with the Bike Project (starting mid-February Mon 4-6pm)
  - workshops or trips once a week during the school/college holidays
2. To work with other staff and volunteers to integrate youth activities with our 1-to-1 casework service and ensure young refugees and asylum seekers get the support the need
3. To conduct targeted outreach to young asylum seekers and refugees, and publicise the project, in part through links with schools, colleges, social care teams, and local community networks.

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4. Line manage interns and volunteers to enable them to support activities with young people
5. Monitor and evaluate the Croydon activities using a range of participatory and other methods. This includes:
  - Evaluation games, discussions, questionnaires, interviews, conducting debriefs with staff and volunteers after each session, speaking to parents/carers and professionals about the impact of the project.
  - Keeping registers of attendance and updating the Croydon project database with contact details for young people, attendance information, evaluation data and referrals made
6. To contribute to funding reports written by the Service Managers.
7. General responsibilities include:
  - To attend and take part in training as agreed with your manager
  - To attend regular supervision, project planning, team and debrief meetings as agreed with your manager
  - To read, understand and agree to Young Roots youth participation statement.
  - To read, understand and agree to Young Roots child protection/safeguarding policy.
  - To read, understand and implement the Young Roots Equal Opportunities policy

### **RECRUITMENT INFORMATION**

**Deadline:** 10am, Thursday 30<sup>th</sup> November 2017

**Interview date:** Thursday 7<sup>th</sup> December 2017

**Start date:** as soon as possible, ideally before 21st December for the possibility of an in-person handover with the current project worker. Latest start date is Tuesday 9<sup>th</sup> January 2018

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### PERSON SPECIFICATION

CRITERIA	ESSENTIAL	DESIRABLE
<b>SKILLS AND ABILITIES</b>	<ul style="list-style-type: none"> <li>• Excellent verbal and written communication skills</li> <li>• Ability to plan and organise cohesive activity programmes</li> <li>• Ability to use own initiative and work independently</li> <li>• Good team working skills</li> <li>• Public speaking skills</li> <li>• Good IT skills</li> </ul>	<ul style="list-style-type: none"> <li>• Ability to speak one or more refugee community languages</li> </ul>
<b>EXPERIENCE</b>	<ul style="list-style-type: none"> <li>• Experience of direct youth work with young refugees and asylum seekers aged 11-25 years old</li> <li>• Experience of planning and delivering group activities for young people</li> <li>• Experience of working with volunteers</li> <li>• Experience of working in partnership with other organisations</li> </ul>	<ul style="list-style-type: none"> <li>• Experience of working in the local area (Croydon)</li> <li>• Experience of outreach work with refugee and migrant communities</li> <li>• Experience using Lamplight database</li> </ul>
<b>KNOWLEDGE</b>	<ul style="list-style-type: none"> <li>• Knowledge of the UK asylum and social care systems for Unaccompanied Asylum Seeking Children and young asylum seekers and refugees more generally</li> <li>• Understanding of the challenges experienced by young refugees and asylum seekers in London</li> <li>• Knowledge of and commitment to participatory methods of working with young people</li> <li>• Knowledge of child protection issues and safeguarding processes</li> </ul>	<ul style="list-style-type: none"> <li>• Knowledge of schools, colleges and other organisations working with young refugees and asylum seekers in the local area (Croydon)</li> <li>• Youth and/or Community Work qualification</li> </ul>
<b>PERSONAL ATTRIBUTES AND OTHER REQUIREMENTS</b>	<ul style="list-style-type: none"> <li>• Flexibility</li> <li>• Trust and integrity</li> <li>• Understanding of the challenges of running a small charity</li> <li>• Commitment to Young Roots' values</li> <li>• Willingness to work outside usual office hours</li> <li>• Willingness to undergo a DBS check for Young Roots</li> <li>• In line with the Equality Act 2010, there is a Genuine Occupational Requirement that the post-holder is female due to the gender sensitivity of the work involved.</li> </ul>	