

JOB ADVERT: Brent Project Worker



ROLE INFORMATION

Job title: Brent Project Worker

Work Days: Exact days to be confirmed, but it will be mandatory to work during the times of the activities listed below (Tuesday and Thursday).

Salary: £15,278 for 23hours (3 days & 2h) days (£23,249 FTE)

Contract: 6 months (with possibility of extension, subject to funding)

Reports to: Brent Service Manager

Responsible for: Interns/Volunteers

Budget responsibilities: None

MAIN PURPOSE AND SCOPE OF THE JOB

- The Project Worker will work 3 days & 2 hours per week (23 hours) planning, running, monitoring and evaluating our activities in Brent. These include a weekly youth group and activities during school/college holidays, as well as a weekly football club and a lunchtime club run in partnership with the College of North West London (Willesden Campus). 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 two-hour weekly youth group that will include male and female young asylum seekers and refugees (Tuesday 4.30pm to 7.30pm)
 - an outdoor, one-hour football club that will include male and female young asylum seekers and refugees (Thursday 5.30pm to 7pm)
 - a one-hour weekly lunchtime club run in partnership with the College of North West London (Thursday 1pm to 2pm)
 - workshops or trips once a week during the school/college holidays & residential trips with our youth advisory group
2. To work with the Brent Service Manager and Croydon Project Worker to set up and run a new youth advisory/ leadership group for Young Roots (starting summer 2018).
3. 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 they need

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4. 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.
5. Line manage interns and volunteers to enable them to support activities with young people
6. Monitor and evaluate the Brent 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 Brent project database with contact details for young people, attendance information, evaluation data and referrals made
7. To contribute to funding reports written by the Service Managers.
8. 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 manage own day-to-day admin tasks, such as expenses, timesheets and emails.
 - 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: 12pm 14th of May 2018

Interview date: Friday 18th of May 2018

Start date: as soon as possible, ideally before the 18th of June for the possibility of an in-person handover with the current project worker. Latest start date is Monday 18th of June.

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PERSON SPECIFICATION

CRITERIA	ESSENTIAL	DESIRABLE
SKILLS AND ABILITIES	<ul style="list-style-type: none"> • Excellent verbal and written communication skills • Ability to plan and organise cohesive activity programmes • Ability to use own initiative and work independently • Good team working skills • Public speaking skills • Good IT skills 	<ul style="list-style-type: none"> • Ability to speak one or more refugee community languages
EXPERIENCE	<ul style="list-style-type: none"> • At least 1 year of experience of direct youth work with young refugees and asylum seekers aged 11-25 years old • Experience of planning and delivering group activities for young people • Experience of working with volunteers • Experience of working in partnership with other organisations 	<ul style="list-style-type: none"> • Experience of working in the local area (Brent) • Experience of outreach work with refugee and migrant communities • Experience using Lamplight database
KNOWLEDGE	<ul style="list-style-type: none"> • Knowledge of the UK asylum and social care systems for Unaccompanied Asylum Seeking Children and young asylum seekers and refugees more generally • Understanding of the challenges experienced by young refugees and asylum seekers in London • Knowledge of and commitment to participatory methods of working with young people • Knowledge of child protection issues and safeguarding processes 	<ul style="list-style-type: none"> • Knowledge of schools, colleges and other organisations working with young refugees and asylum seekers in the local area (Brent) • Youth and/or Community Work qualification
PERSONAL ATTRIBUTES AND OTHER REQUIREMENTS	<ul style="list-style-type: none"> • Flexibility • Trust and integrity • Understanding of the challenges of running a small charity • Commitment to Young Roots' values • Willingness to work outside usual office hours • Willingness to undergo a DBS check for Young Roots 	