



THE FEATHERS ASSOCIATION

Job Description

Title:	Community Worker
Responsible to:	Club Manager
Contract:	Permanent
Hours:	Monday to Sunday availability Full-time and Part-time positions. Hours between the hours of 9am – 9pm and weekends 9-7pm
Line management:	n/a
Working with:	Managers and Community Worker Staff
Location:	Feathers Marylebone, London NW1 6NX

Purpose of the Job:

To assist the community workers team in delivering a broad and responsive programme of activities for children and adults.

Key Responsibilities

Work with Young People

- Operate within a professional team of community workers to facilitate sessions for a broad range of people during community centre opening times (evenings, weekends and school holiday programmes), including preparation and packing up of resources and sessions.
- Engage in dialogue with a broad range of children, and adults to develop effective working relationships.
- Increase participation and inclusion of underrepresented groups through targeted sessions and projects.
- Create links with new people and local partners as well as support existing cohorts.
- Listen and consult with local people and identify, interpret their needs and respond appropriately.
- Plan, deliver, supervise and facilitate a broad programme of activities both on and off site, covering, health & wellbeing, vocational, community events, diversionary, recreational, consultations, workshops, forums and focus projects.
- Support the development of outreach work as required in promoting our work and assessing local people's needs and aspirations for the Feathers Marylebone Centre.

- Promote and encourage inclusive activities that support a broad range of local people to actively participate in decision making and actively support the inclusion of those with special education needs.
- Maintain strong lines of communication with parents, carers and/ or guardians, providing creative regular ways to update and feedback.
- Complete administrative duties including collating feedback and evaluations, registers, registration forms and session summaries.

Work with colleagues and other agencies

- Work with other colleagues in the team to ensure the effective management of the Centre and its resources, taking responsibility for the security of the site in the absence of more senior staff.
- Plan and evaluate work by participating in customer evaluations, supervision, staff meetings and contributing to briefing and debriefing sessions.
- Be able to lead activities and sessions.
- Be an active, positive, accountable member of the team.

Health, Safety and Welfare

- Contribute to the provision of a safe and healthy environment ensuring the legislation relating to the health, safety and welfare of young people and staff is complied with at all times.
- Contribute to housekeeping and cleaning of areas
- Be aware of child protection issues and safeguarding procedures and respond appropriately.

General

- Provide support and work harmoniously with all staff.
- Ensure weekly tasks are completed to a high standard and within the time agreed.
- Take on projects as and when needed to support or develop the organisation.
- To understand the work is based around need of users, being flexible and adaptable as required.

Personal responsibility, Team work

- Attend and participate in meetings and training sessions as and when required.
- Work collaboratively with other staff and team members and participating in team activities as required.
- Act as an Ambassador for the organisation when representing it externally.
- Demonstrate high level of competence
- To contribute towards a culture of good moral attitude in the preparation of activities prior the arrival of participants.

Person Specification

	Essential	Desirable
Education & Qualification		
Undertaking or completed NVQ Youth Work or City & Guilds Youth Work or equivalent	✓	
First Aid, Health and Safety		✓
Experience		
Knowledge, skills and understanding of a range of youth work practices with at least one year's experience in youth work (would be an advantage)	✓	
High level of understanding of a range of community needs to improve user participation	✓	
Experience in providing wide range of activities to a broad range of people activities e.g. arts and craft, sport, games, Sports, Art, IAG, Informal and formal meetings in in-house and offsite settings.	✓	
Experience of administration associated with youth work e.g. register, accident reports and record keeping	✓	
Ability to work with a broad cross-section of cultures, backgrounds and abilities	✓	
Knowledge of policies and practices to enable the club to meet its legal responsibilities towards staff and volunteers	✓	
A full clean driving licence and able to drive a mini-bus.		✓
Skills & Abilities		
Good communication skills both verbal and written	✓	
Sensitive to the needs and demands of diverse communities	✓	
Outgoing, able to establish positive relationships with young people	✓	
Able to work on own initiative to develop activities as well as contribute and develop ideas as part of a staff team	✓	
Demonstrate a high level of professional competence	✓	
Keeps calm under pressure	✓	
A can do attitude to solving problems with openness to learning	✓	
<p>The list of duties in the job description is not to be regarded as exclusive or exhaustive. There will be other duties and requirements associated with your job which you may be required to undertake.</p> <p>The Feathers Association is an equal opportunities employer.</p>		