



LEAP – Youth Worker Job Description

- Location:** Harriet Tubman House, Hazel Road, Kensal Green, London, NW10 5PP
- Responsible to:** Lucy Dutton, Community Development Manager
- Purpose of the Position:** To develop effective relationships with young people and to deliver LEAP youth projects
- Target Group:** Young people between the ages of 7 and 20 years, in particular for the drop in youth club sessions young people aged 15 – 20 years
- Functional Relationships:** Youth and young people of Kensal Green
Safer Community/Council
Police – Safer Neighbourhoods Team
Health services
- Key Tasks:**
Youth Programmes and Work
- To deliver and supervise a drop in youth club session at least one evening a week
 - To form effective relationships with youth and young people in Kensal Green. This will mean working outside office hours
 - To promote the personal, educational and social development of young people
 - To engage young people through the LEAP youth activities/projects with the aim of redressing inequalities, valuing opinions and empowering individuals to take action on issues affecting their lives, including health, education, unemployment and the environment, by developing positive skills and attitudes
 - To develop and utilise the skills of young people to provide initiatives, programmes and entertainment
 - To ensure the youth project activities take place in a safe environment

To make sure the youth equipment/facilities are used appropriately and stored safely at the end of each session

To act as an advocate to LEAP so the issues of young people are represented

To encourage young people to behave sensibly

To be an advocate and link for young people by supporting them through processes that may be daunting. This may include, completion of forms, accessing health services etc

To signpost young people who require one to one support to the Community Development Manager at LEAP where appropriate, in particular those who are not in employment, education or training

To encourage young people to engage with appropriate external services

To facilitate group sessions for training/support and to assist tutors to deliver youth sessions

To complete all associated administration and paperwork for each youth session to the required standard

To ensure LEAP youth projects achieve any specified learning outcomes

To provide ongoing feedback to the Community Development Manager on the delivery and outcome of all LEAP youth projects

To interact with parents/guardians of young people as and when required

Community and Capacity Building

Build strong relationships with external agencies that lead to collaborative initiatives to benefit young people

To co-ordinate services, forums etc relating to young people

To utilise existing facilities for events and activities

Any other duties as may be reasonably required

Accountability: To report each month to the Community Development Manager at LEAP

Training: There will be opportunities for ongoing professional development and training