



.....
.....

**Youth Activity Session Coordinator
Required for Claygate Youth & Community Hub
KT10 0EH**

Do you want to work part-time in a fun and passionate team to support young people's opportunities?

Applications from those with experience, or from current students looking for a placement year are welcomed.

An enthusiastic, flexible and reliable person is required to support a growing youth club with our provision for young people aged 10-19. Joining an energetic, supportive and committed team, you will work alongside the Hub manager and with volunteers and trustees, in order to help plan, resource and deliver youth activities.

This role would suit someone who is keen to make a difference in their community and support the development of young people to learn new skills and have fun.

Applications from people with a wide range of backgrounds and experience are encouraged. We will equally be open to students on placement years of a relevant degree course, e.g. youth work, teacher training, sports coaching, social work, child psychology etc. We will work closely with your university / college to support your fulfilment of your work-based placement objectives. A youth work qualification course (accredited by the National Youth Agency) could be offered to the right person as part of your ongoing personal development.

- **Working Hours** - A minimum of 14 hours per week. Flexible, and to be agreed with your Manager, but must include Tuesday 5.30pm - 8.15pm and Thursday 6.30pm - 9.15pm.
Salary - £11- £13 per hour dependent upon experience and qualifications. In addition, the Hub offers 5.6 weeks pro-rated paid holidays including bank holidays as well as a workplace pension option.
- **Start date** - as soon as possible
- **Location** - Claygate Youth & Community Hub, KT10 0EH
- **Reporting to** – the Hub Manager
- **Direct Reports** - none



About us

Claygate Youth & Community Hub, 'The Hub', provides activities and support for young people through open-access youth work after school plus community events. We are a predominantly volunteer-run organisation offering activities such as football, basketball, arts & crafts, pool, table tennis, cooking, gardening and board game challenges, together with 'themed' or special events such as karaoke, discos and occasional trips such as bowling.

Although a relatively affluent area, our young people come from diverse backgrounds in Claygate, and surrounding villages and towns. We have many with special educational or medical needs and have a growing LGBTQ+ membership. We aim to provide a 'safe space' for all young people and are developing our mentoring support, particularly for those with mental health issues, school refusal, deprivation or family difficulties.

The Role

- To assist in the running of youth activities within The Hub and the community.
- To work with the Hub Manager to plan a termly programme of youth activities for regular youth club sessions.
- To provide support on Tuesday and Thursday youth session evenings, facilitating and participating in games, activities and discussions with young people as required.
- To assist with necessary programme set-up and clean-up
- To work with the Hub Manager and the Designated Safeguarding Lead in ensuring the safeguarding of our young people.
- To support volunteers and the Hub Manager with engaging young people and encouraging positive behaviours.
- To undertake required record-keeping procedures including reporting verbally to the supervisor and completing any relevant programme forms
- To help The Hub Manager with additional support groups when relevant e.g. LGBTQ+ group, 16-18 year old group, holiday activities or school refuser support group.
- To provide support with other Hub events and publicity where required.
- To undertake any other such duties commensurate within the level of the post as required.

Personal Attributes, Skills and Experience

Essential:

- Confident communication, listening and interpersonal skills, on a one-to-one and larger group level
- Collaborative team player with a willingness to learn, and work effectively with others
- Be enthusiastic, dynamic and tolerant with a good sense of humour
- Have an excellent record of reliability with a practical and flexible approach to work



- Have good basic computer and social media skills, being able to use a range of office software and email.
- Be able to travel easily and reliably to The Hub.

Preferred:

- Previous experience working with children or young people, in an in-school or out-of-school setting
- One other area of a particular experience, coaching or skill relevant to our youth activities.

Qualifications

- Passes in both GCSE Maths and English (as a minimum)
- Additional qualifications such as youth work, sports qualifications and coaching, counselling, health and social care, psychology, teaching or any other relevant degrees would be advantageous but not essential.
- Any other certifications or qualifications such as safeguarding, first aid, food hygiene etc

Working Hours

The post holder will be required to work a flexible timetable, which will include Tuesday and Thursday evenings each week. The Hub currently offers youth provision throughout school term time and including half term holidays. The hourly rate of pay is a consolidated one, which includes any enhanced payments for evenings, or the very occasional event on a weekend. Any overtime in excess of 14 hours per week will be paid at the plain time to be agreed by trustees.

The approximate time will be roughly as follows:

- Youth Session support = 6 hours pw
- Session planning and preparation = 3 hours pw
- Safeguarding and targeted support = 2 hours pw
- Other responsibilities, e.g. record keeping, publicity, event preparation = 3 hours pw

Disclosure and Barring Service

This post is subject to you undertaking an enhanced check with the Disclosure and Barring Service and providing a clear result.

This job description sets out the main duties of the post at the date when it was drawn up. Such duties may vary from time to time without changing the general character of the post or the level of responsibility entailed. Such variations are a common occurrence and cannot of themselves justify a reconsideration of the contract or terms agreed.

Please send a CV and cover letter to: vicki.schmidt@claygatehub.org.uk