



Website: www.aptitude.org.uk

Aptitude Organisation CIC, Jubilee Crescent Community Centre, Radford, Coventry CV6 3EX

Email: contact@aptitude.org.uk Website: www.aptitude.org.uk Tel: 07871 917936

Registered Community Interest Company No: 10565933

Title: Youth Worker & Mentoring – Get Active

Fixed Term contract: Fixed term 6 months until 30th November

Salary: £1950 annual salary, (£162.50 per month, based on £12.50ph)

Hours: 3 hours per week basic

Wednesdays 2.30pm- 5.30pm Radford or Wood End

We are looking for someone who is flexible for additional hours that may be available on an ad-hoc basis, throughout the week, for cover, afterschool hours after 3pm and especially during school holidays.

Annual leave: Statutory entitlement of hours which will be calculated based on contract.

Main Purpose of role:

To plan and deliver Aptitude Youth Programmes, using creative and engaging activities with a physical element to engage young people in positive safe environment, and offer mentoring opportunities to empower and enhance social development.

Role Responsibilities:

- To develop and deliver physically engaging activities for youth sessions with young people group work and one-to-one activities outdoor or indoor.
- Be a positive role model and mentor a small case load of young people using your creative and engaging active skills as engagement tool.
- Administer first aid if needed.
- To supervise young people and ensure general health & safety and rules of conduct.
- Build positive links with young people and promote active participation in activities such as planning and delivery of group work programmes on health, fitness, smoking, drugs, gangs, violence, relationships and bullying.
- Confidently plan, lead and deliver detached, parks and venue based active sessions and home activity pack drop offs.
- Excellent communication with staff, network contacts, bank staff, volunteers, managers and Directors.
- Carry out all duties are performed in line with corporate and legally obliging financial, safeguarding and other policy regulations.
- To support innovation of new project development and contribute to grants.
- To keep up to date session registers and recordings and communicate Safeguarding concerns to the Designated Safeguarding Lead.
- To build a rapport with children and young people and listen to their concerns through a variety of methods such as outreach or building based programmes.

- To undertake necessary programme set-up and clean-up, including Covid Safe cleaning routines of all toilets, sinks, equipment.
- Attend and contribute to team meetings, planning and evaluation of sessions by completing any relevant programme forms and monitoring records.
- Work in partnership with professionals from other organisations that support young people such as social care, health, police, education, youth offending teams, local authorities and voluntary sector.
- To have a flexible and positive attitude.
- To update the organisations Social Media to promote the organisation as requested by management.
- To be committed to quality assurance and continuous development
- Uphold and develop our Equal Opportunities Policy of anti-discriminatory practices.
- To ensure the Director(s) are aware of progress, challenges and any potential needs for improvement.
- To be responsible for key holding and access to buildings.
- To participate in support/information meetings and one to one supervision meetings
- Attend relevant training courses/workshops
- Any other duties and responsibilities which may arise and correspond with the post.

The post holder must comply with the Interagency procedures of the Safeguarding Boards policies for safeguarding children and is required: -

- To ensure they are aware of the signs that may suggest a child or vulnerable adult is being abused or neglected
- To report to the Designated Safeguarding Lead, their manager, or Director, any concerns they may have that suggest that a child or vulnerable adult may be being abused or neglected immediately

The post holder must comply with Aptitude Organisation CIC Health and safety policy and is required: -

- To take reasonable care for their own health and safety at work and of those who may be affected by their actions or by their omissions
- To cooperate with their line manager and senior management, to work safely, to comply with health and safety instructions and information and undertake appropriate health and safety training as required
- Not to intentionally or recklessly interfere with or misuse anything provided in the interests of health, safety and welfare
- To report to their manager any health and safety concerns, hazardous condition or defect in the health and safety arrangements.

This post is subject to full enhanced DBS Service Check.

Location: Aptitude Youth Work, The Crez, Jubilee Crescent Community Centre, Radford, Coventry CV6 3EX

Return Completed Application form to: tara@aptitude.org.uk

Closing date: Wednesday 2nd June 2021