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**West Silvertown Foundation**

**Job description**

**Job Title:** Youth Work Sessional Staff

**Location:** Britannia Village Hall, 65 Evelyn Road E16 1TU

**Accountable to:** Chief Executive Officer/Youth Project Coordinator

**Responsible for:** Volunteers

**Hours:** 8 hours per week, Monday 5:30-9:30 and Wednesday 5:30-9:30

**Hourly rate:** £12-15 depending on experience

**Main purpose of Job:** To work with the Youth team to deliver a range of services for young people.

**Duties and Responsibilities:**

* To work with the Youth team to ensure the delivery of activities in a safe and progressive manner.
* To work directly with and alongside young people in order to empower them to overcome multiple levels of deprivation, counter social exclusion and help them to realise their potential.
* To set up and clear away before and after activities.
* To attend and participate effectively in team meetings, supervision and appraisal meetings.
* To support the effective implementation of safeguarding policies and procedures within WSF, and to have a good level of understanding as to these issues and to act appropriately should areas of concern arise.
* To be familiar with and comply with WSF’s Health and Safety Policy. In the event of any immediate danger to take appropriate action to reduce the risk of physical danger to either project users, volunteers or staff and to bring these to the notice of senior staff.
* To support the Youth team in keeping records of attendance in all project activities, gathering and storing evidence, and other tasks as necessary.

**Public Relations**

West Silvertown Foundation attaches considerable importance to the public relations aspect of its work. It is therefore essential to develop and maintain professional working relationships with all users, colleagues and partner organisations.

**Equal Opportunities**

West Silvertown Foundation has a strong commitment to achieving equality of

opportunity in both services to the community and the employment of people and expects all employees and volunteers to promote its policies in their work. The equal opportunity policy applies to employment and advancement and all employees will be recruited, trained and promoted on the basis of abilities, job requirement and fitness for that work. No applicant or employee should receive less favourable treatment on the ground of race, colour, nationality, ethnic or national origin, age, sex, sexuality, marital status, or disability, or be disadvantaged by requirements that cannot be shown to be justifiable.

**Other duties**

This job description sets out the duties of the post at the time it was drawn up. Such duties

may vary from time to time without changing the general character of the duties or the level

of responsibility involved. Such variations are a common occurrence. Excellent team working and individual personal development are key to WSF’s success in delivering its business aims and objectives. Therefore, all staff are expected to have a flexible attitude in responding to new priorities and opportunities as they arise.