



<b>Job Description</b>	<b>Whalley Range Youth Opportunities Association (WRYOA)</b>
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<b>Post Title</b>	Lead Youth Worker JNR8ing Opportunities with Young People
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<b>Salary - PAYE</b>	£15.13 per hour, 16 hours per week, equivalent to £12,589 per annum (FTE £29,505) plus employer pension contribution (5%). The employee pension contribution is 3%. 30 days holiday pro rata. The project is funded until March 2029 but with an annual review by the funder. Your normal working evenings will be Tuesday to Thursday, usually 4pm – 9pm.
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<b>Purpose of job:</b> To play a leading role in the delivery of, and assist with the evaluation of, a youth work programme, JNR8ing Opportunities with Young People, promoting active, creative, healthy and independent lifestyles to young people in Whalley Range.
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<b>Key relationships:</b> Reporting to: the Project Manager Responsible for: liaising with other staff members and managing sessional workers
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<b>Key Tasks:</b> <b>General Responsibilities:</b> <ul style="list-style-type: none"><li>• To be a member of the small WRYOA team and play an active part in the life of the charity</li><li>• To provide a positive interface with partners, young people and the public</li><li>• To work in line with the charity's policies, development plans and objectives and to contribute to their development</li><li>• To undertake training as and when required</li><li>• Undertake any other related responsibilities commensurate with the evolving objectives of the post and evolution of WRYOA, as may reasonably be requested by the Project Manager</li></ul> <b>Operational responsibilities:</b> <ul style="list-style-type: none"><li>• To maintain positive relationships with our partner organisations in the youth work, education, health and community development sectors.</li><li>• To design and deliver, in conjunction with young people, a high quality programme of activity to promote active, creative, healthy and independent lifestyles among young people in Whalley Range reflecting the diversity of the community we serve.</li><li>• To encourage the involvement of young people in the development of WRYOA and in the wider community, particularly in our annual community festival 'Celebrate'.</li><li>• To ensure that the activities which the team offers are appropriate, imaginative and that they produce the project's outcomes.</li></ul>
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- To operate within the project budgets and not to undertake any unauthorised expenditure without agreement from the Project Manager.
- To liaise with sessional staff delivering specialist activities eg Thai boxing
- To manage volunteers supporting the sessions.
- To promote and communicate the aims of the project, and demonstrate a positive and supportive attitude to young people, including those with challenging behaviour and additional needs.
- To update social media and networking sites including website, Facebook, Instagram and X regularly.
- To coordinate weekly media workshops covering lyric writing, beat production, video filming and editing, podcasting etc
- To enable young people to create youth-led online content and media for the purpose of WRYOA's communications, promotions and evaluation
- To ensure that work is carried out in a planned and coordinated way.
- To encourage the participation and inclusion of young people and see that their ideas contribute fully to the delivery of the project.
- To provide 1:1 support, offering advice and guidance to young people aged 11 – 18 years.
- To ensure that all necessary sessional reporting is carried out.

### **Monitoring and Evaluation**

- To ensure that all necessary information and evidence is gathered from participants, partners, and the wider community.
- To contribute to project reports to the Management Committee, Manchester City Council and other stakeholders, including contributing to the final report.

### **The Charity:**

- To contribute actively to planning days and the AGM.

### **Marketing and Communications:**

- To make use of social media where appropriate, always having regard to the need to protect children.

### **Secondary duties**

- To assist the Project Manager in the management of students and volunteers on work placement within WRYOA.
- To be jointly responsible for the upkeep and maintenance of the company's project equipment and resources.
- To undertake new and additional tasks as appropriate to the role.

### **Contacts:**

- Other members of the WRYOA team eg sessional workers and freelancers
- The Management Committee
- Funding bodies and sponsors
- Organisations with whom WRYOA has working relationships
- Members of the public
- Local and regional media
- GM Police and other agencies

WRYOA is an equal opportunities employer and operates an appraisal system for all its employees to help with their training and development needs.

WRYOA is committed to safeguarding and promoting the welfare of children and young people. All candidates must undertake or have undertaken a valid WRYOA Enhanced Disclosure and Barring Service (DBS) check, and attend safeguarding training relevant to our work