

MAHDLO

An **OnSide** Youth Zone



ROLE PROFILE

DUTY LEAD WORKER

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POST:

Duty Lead Worker (Senior Zone)

SALARY:

£11.74 per hour

LOCATION:

Mahdlo hub and district sessions

REPORTING TO:

Senior Zone Coordinator / Junior Zone Coordinator

RESPONSIBLE FOR:

Sessional staff, volunteers and young leaders

CONTRACT:

4.5 hours per week, Permanent



ABOUT MAHDLO YOUTH ZONE

Mahdlo is a local charity that relies on the support and generosity of the Oldham community to keep our doors open and to provide the services our young people need.

Our Vision is to be a beacon of excellence for youth-led provision in Oldham.

Our Mission is to provide opportunities to raise aspirations and support young people to be the best they can be through the delivery of high quality, innovative activities and experiences for young people from Oldham aged 8-19 (25 with a disability).

OUR VALUES -
THE WAY WE WORK

PASSION
RESPECT
INCLUSION
DEPENDABILITY
EXCELLENCE

THE ROLE

We are looking to recruit a Duty Lead Worker for our Senior zone sessions.

The successful candidate will work directly with young people and take the lead on managing evening and weekend sessions and will provide support for sessional workers, volunteers and young leaders to ensure young people receive high quality youth service delivery during sessions.

The ideal candidate will have experience of working face to face with young people aged 8 to 19 (25 with a disability) and will be working towards or willing to work towards a recognised youth work qualification.

It is essential you have a passion for working positively with young people and delivering an excellent service.

JOB PURPOSE

To work directly with young people and to take the lead on managing evening and weekend sessions.

To provide support (not direct line management) for sessional workers, volunteers and young leaders to ensure young people receive high quality youth service delivery during sessions.

KEY RESPONSIBILITIES

- To work closely with the team to deliver a high quality programme of senior and/or junior zone activity that is safe, innovative, challenging and directly responds to the diverse needs, concerns and interests of our members.
- Directly support young people to develop their social skills, build their confidence by providing programmes of activities, services and facilities at Mahdlo which will take place during evenings and weekends and may include school holidays and occasional residential work.
- To be the responsible manager during sessions and to provide the lead worker function on one Senior Zone session (alternate Friday and Saturday), and to provide lead worker cover for additional sessions to cover annual leave and sickness as required by the organisation.
- To ensure that the youth work delivery is carried out in a planned, systematic and coordinated approach.
- Ensure the participation of young people and that their ideas contribute fully in the, delivery and evaluation of sessions, projects and activities.
- To have responsibility for promoting and safeguarding the welfare of children and young people at all times.
- To monitor, record and evaluate work as required in order to ensure a consistently high quality youth work provision and demonstrate the impact of the Youth Zone.
- To understand and adhere to Youth Zone policies and procedures.
- To be an active member of the team and deliver a focused, measurable contribution to the Mahdlo's overall strategic plan operating in line with Mahdlo's values and principles.
- To take a creative and enthusiastic approach to making Mahdlo a valued facility in Oldham and a leader in its field.

GENERAL REQUIREMENTS

- Work diligently to meet the requirements of this job description
- Always seek to continuously improve so that the highest quality standards are achieved
- Participate positively in internal meetings and training as required
- Positively participate in one to ones and appraisals
- Ensure that all relevant policies, procedures and working practices are adhered to at all times
- Work in accordance with Mahdlo's culture, values, aims and objectives
- Act as a positive ambassador for Mahdlo at all times
- Positively contribute to Mahdlo's team working environment, taking ownership of issues and supporting colleagues where appropriate
- Be flexible and willing to undertake any other duties that may be reasonably be required

ADDITIONAL INFORMATION

- In accordance with our Child Protection and Safeguarding procedures, this position requires an enhanced DBS check.
- Mahdlo is an equal opportunities employer and welcomes applications from all sections of the community.



PERSON SPECIFICATION

QUALIFICATIONS

	Essential	Desirable
A JNC recognised professional youth work qualification (minimum DipHe)		✓
Working towards/willing to work towards a recognised youth work qualification	✓	

KNOWLEDGE

	Essential	Desirable
Delivery of youth work within an equal opportunities' framework	✓	
Understanding of issues affecting young people's lives	✓	
Demonstrable knowledge of Health and Safety, Diversity Awareness and Safeguarding best practice and how these relate to young people and staff within the Youth Zone	✓	

EXPERIENCE

	Essential	Desirable
Working Face to face with young people aged 8 to 19 (25 with a disability) both in groups and individually	✓	

SKILLS

	Essential	Desirable
Strong commitment to young people and ability to engage and build positive relationships with disengaged young people	✓	
Ability to identify and challenge discrimination and discriminatory behaviour, taking appropriate action as necessary	✓	
Ability to plan, monitor, evaluate and prioritise	✓	
Ability to lead and motivate a team of staff and volunteers	✓	
Ability to identify and challenge discrimination and discriminatory behavior, taking appropriate action as necessary	✓	
Knowledge and understanding of Child Protection and Safeguarding practice	✓	
Ability to monitor and evaluate success and impact	✓	

PERSONAL ATTRIBUTES

	Essential	Desirable
Self-motivated, able to use own initiative, confident and persistent	✓	
Positive and enthusiastic	✓	
Punctual and reliable	✓	
Commitment to personal and professional development	✓	
Commitment to involving young people in decision making	✓	
High aspirations and highest possible standards for young people	✓	
Full commitment to inclusion and belief that young people of all backgrounds can achieve	✓	
Able to work in the evenings and at weekends	✓	
Current driving license		✓

APPLICATION PROCESS:

HOW TO APPLY:



To apply for this opportunity please complete the Mahdlo application form downloadable from:

<https://www.mahdloyz.org/join/vacancies/>

Please refer to the full job description and person specification as relevant experience is essential.

All application forms must be submitted via email to **HR@mahdloyz.org**

CLOSING DATE: 12 NOON, WEDNESDAY 4TH MAY 2022

Mahdlo is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment; therefore an Enhanced Disclosure and Barring Service (DBS) check is required with this post. The successful applicants will be expected to join the DBS Update Service. Job offers are also subject to two satisfactory references.

Mahdlo is an equal opportunities employer and positively welcomes applications from all candidates. We treat all applicants for employment and employees equally.



MAHDLO TEAM BENEFITS



ONSITE GYM

For all of the fitness fanatics or if you just want to maintain a healthy lifestyle.



BIRTHDAY GIFT

£50 Birthday Gift to boost your Health and Wellbeing.



HOLIDAY ALLOWANCE

14.54% of hours worked paid to you in your salary each month.



MEDICASH HEALTH CARE

On successful completion of your probationary period you will be enrolled onto Medicash - an award winning Health Care scheme (if you are contracted to 6 hours per week or more)



FRIENDLY & SUPPORTIVE TEAM

We have team days (twice a year) and you will also have the opportunity to get involved and make a difference.