



Job title: Youth Worker – Million Hours

Responsible to: Open Access Project Lead

Contract: fixed term until 31st March 2027

Hours of work: part-time, 3 hours weekly on Saturdays, 9:30am-12:30pm

Salary: £1,989 per annum

Job purpose: to support the delivery of The Million Hours Project

Main location: Needham Market

Who are we?

We see a future in which young people are change-makers, with clear confident voices that are heard. A future in which any young person from any background can grow and flourish to become their best selves. In this future they exercise both their rights and responsibilities and invest their lives in building strong communities. We walk together with young people as trusted partners who support, guide, inspire and empower them with that future in mind. We are The Mix.

The charity includes 127 Trading Limited, a wholly owned subsidiary set up and operated to generate additional income for youth work delivered by The Mix Stowmarket Ltd.

About the project:

The Million Hours Project supports young people with the aim of reducing anti-social behaviour in and around Needham Market. Although this will be the main project which the Youth Worker will support, there is an expectation to work across other projects as required.

Main Responsibilities:

Youth work delivery and working with young people:

- Play an integral role in the delivery of a range of youth work activities/projects across The Mix, as required by your manager.
- Maintain delivery of the highest quality youth work services and activities in line with our strategy and funding requirements and the needs of young people
- Maintain an overview of young people's individual needs, supporting the project teams to offer bespoke, targeted support, including reviews and reporting.
- Promote and lead a healthy learning environment through the building of positive relationships, proactively implementing supportive strategies and being part of a team which effectively leads the successful learning and development of young people.
- Proactively engage with young people, be responsive to their needs, and work in an adaptive and flexible way to address these.
- Raise awareness of the needs of young people and be an advocate for them and youth work, both internally and externally.
- Support with the coordination and delivery of our Million Hours Project youth work by actively listening to young people and enabling them to inform and shape our offer.
- Evidence how young people are informing, shaping and participating in the development of our open access youth work.
- Ensure our open access delivery is integrated closely with our other programmes.
- Utilise appropriate recording, reporting and impact measurement procedures for all aspects of Mix youth work.

Project development:

- As required, assist Project Leads and Head of Youth Work and Education to develop and/or grow projects/activities informed by your expertise, and young people's voices.
- Consider how we can grow our impact with parents and families as part of our open access youth work offer.
- Develop and use appropriate reporting and impact measurement procedures in all aspects on your work, and support with data inputting and monitoring, as required.
- Liaise and collaborate with external stakeholders (including families, schools, statutory services and other services/partners) as required.

Safeguarding:

- Work in accordance with The Mix's Safeguarding Policy at all times, including attending mandatory safeguarding training and refreshers and liaising closely with the Designated Safeguarding Lead, and the wider safeguarding team.
- Proactively support and create an environment that upholds rigorous safeguarding procedures to ensure timely support for young people attending The Mix.
- Ensure there is a strong culture of listening to young people, so they are seen and feel heard so that they are kept safe.

General:

- Work in accordance with The Mix's policies, procedures, principles, vision, and values and be proactive in implementing equal opportunities in all aspects of your work.
- Engage in relevant training, development opportunities and partake in regular work review procedures as required, including regular performance management processes.
- Stay up to date with youth work and the needs of young people ensuring appropriate knowledge transfer to colleagues. Develop youth work provision at The Mix to support all young people to be able to meet and engage socially and take part in youth and social enterprise.
- Attend events, sessions, meetings etc. which occasionally take place in the evening and/or weekends.
- Undertake any other duties that are commensurate with the post.

Person Specification

Qualifications	Essential	Desirable
1. Level 2 qualification in Youth Work, or a willingness to undertake this training	✓	
2. Level 3 qualification in Youth Work		✓
Knowledge, skills, experience and behaviours		
3. Demonstrable experience of working with a diverse range of young people in a variety of settings, including youth work, education, charity etc.	✓	
4. A robust understanding of child protection and safeguarding and/or a willingness to undertake training	✓	
5. A belief in the intrinsic value of young people	✓	
6. Passion for supporting young people, their families and community	✓	
7. An enthusiastic and committed approach to improving young people's lives	✓	
8. Self-motivated, proactive and positive approach and attitude to work	✓	
9. Demonstrable personal resilience, a forward-thinking attitude and an adaptiveness to change	✓	
10. Patience and the ability to remain calm during difficult situations	✓	
11. A non-judgmental approach towards work and others	✓	
12. A demonstrable ability to show discretion when dealing with sensitive and confidential information	✓	
13. An ability to work both independently and collaboratively with different teams/areas of The Mix, appreciating and advocating for healthy relationships	✓	
14. Excellent communication and interpersonal skills to establish and maintain effective working relationships with both internal colleagues and external stakeholders	✓	
15. Sound experience of IT and systems including MS office applications	✓	
16. A good understating of recording, reporting and presenting data	✓	
17. Sound organisational and time management skills	✓	
18. Have the flexibility to work evenings and weekends as required	✓	
19. An ability to represent the charity and the needs of young people with external stakeholders, the public and relevant organisations	✓	

Whilst these criteria are incredibly important to us at The Mix, we also see value in an individual's character, passion, and the integrity to lead well.

For further information about our Youth Work projects and services, please visit our website <https://www.themixstowmarket.org/>

The Mix Stowmarket Ltd. is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. Any job offers are subject to the completion of satisfactory pre-employment checks and role-specific DBS (criminal records) checks

We are committed to promoting equality of opportunity for all staff and job applicants. We aim to create a working environment in which all individuals can make best use of their skills, free from discrimination or harassment, and in which all recruitment decisions are based on merit. We do not discriminate against individuals based on age, disability, gender reassignment, marital or civil partner status, pregnancy or maternity, race (ethnicity) including colour, nationality, ethnic or national origin, religion or belief, sex, or sexual orientation.