**Upper Andersonstown Community Forum**

**Job Description**

**Title: Out of school / Youth Assistant**

**Location:** Tullymore Community Centre

**Salary: NMW**

**Hours: 20hrs**

**Responsible to:** Children’s Services Manager/ Deputy

The Belfast West Integrated Employment Programme (IEP) through the Upper Springfield Development Trust (lead delivery organization)

**Summary of Responsibilities**

* To work in conjunction with the Children’s Services Manager/Deputy and the supervisor and other key workers to plan, evaluate and develop a specific programme of activities at an appropriate level to meet the needs of all the children using the out of school facility aged, with emphasis on child protection, health and safety, equal opportunities and respect for cultural diversity.
* To support the Supervisor in the day-to-day management of the out of school and youth facility to the standards set out by the Children’s services Manager, Social Services, Playboard and Early Years.
* To assist the Supervisor in maintaining all necessary records pertaining to users, staff, trainees and volunteers.
* To contribute to the development of the out of school and youth facility in line with the aims and objectives set out by the Management Committee.
* To plan, evaluate and develop with other members of the out of school team a specific programme of activities at an appropriate level to meet the needs of all children using the facility, with emphasis on child protection, health and safety, equal opportunities and respect for cultural diversity.
* To support the induction and training of employed staff, trainees and volunteers.
* Any other duties as may be reasonable requested by Upper Andersonstown Community Forum.

**Specific Duties**

* To assist in maintaining a welcoming, friendly and environment where children can play and socialize with the peers.
* Support the all-round development of the children using the facility.
* To assist the supervisor in the day-to-day management of the out of school facility
* To have a working knowledge of the Children’s Order (NI) 1996; including working with Social Services to ensure that the facility meets all legal requirements.
* To assist in the promotion of the Upper Andersonstown Community Forums policies, programmes and services.
* Maintain relationships with parents/guardians of the children using the facility.
* Support the involvement of parents/guardians and children in all areas of the Out of School facility at an appropriate level.
* Develop and deliver, with other members of the team, play activities and programmes that will stimulate the children’s imagination and enable them to develop skills at an appropriate level, including the summer and winter programmes.
* Ensure that the kitchen Rota is maintained.
* Assist in maintaining a high standard of hygiene in the facility.
* To assist the supervisor in supporting staff, trainees and volunteers.
* To take part in regular team meeting.
* To undertake job training as necessary.
* To keep confidential any information regarding the children, their families, staff, trainees and volunteers that are required as part of the job.
* To assume designated duties in the absence of the supervisor, including: taking responsibility your professional opinion or actions within the aims and objectives of the Upper Andersonstown Community Forum; To undertake specific additional designated duties to very high standard.

**Personal Specifications**

The successful candidate must be energetic, enthusiastic, highly motivated and creative; enjoy working with children, committed to the principle of community development, and have a comprehensive understanding of the economic, social and cultural issues impacting on the lives of men, women and children, particularly in West Belfast.

**Essential Criteria:**

* Experience of working with children (paid or unpaid)
* Good verbal and written communication skills
* Able to work effectively as part of a team and use own initiative
* Good time management and a willingness to work flexible hours
* Punctual, eager and enthusiastic
* Can do attitude
* Willing to undertake training as required
* Able to use a computer to update records

**Desirable Criteria:**

* NVQ 2 level 2 in Childcare/Play Work or equivalent.
* 1 years paid work experience of working with children
* First Aid
* Experience of working in a childcare or daycare setting
* Child Protection training

**This job is subject to clearance of Access NI and Social Services checks.**