



## Community Youth and Development Worker

**Based** - Gainsborough Community Library, Clapgate Lane, Ipswich, IP3 0RL

**Hours** - 20 hours per week, flexible.

**Salary**—20k – 22k pro rata depending on experience

**Responsible to** - Gainsborough Community People's Forum & Gainsborough Library Manager

**Contract** – 1 year minimum, reviewed yearly

*This position is funded by Gainsborough Community Peoples Forum, through PHT funding.*

*The employer for this position is Suffolk Libraries.*

*The successful applicant will work to promote and develop engagement and opportunities for young people aged 8-25 residents in the Gainsborough Ward of Ipswich.*

*To work directly with young people and agencies to develop, undertake and maintain a program of opportunities and support in the Gainsborough ward of Ipswich*

### MAIN ROLES AND RESPONSIBILITIES OF THE POST

- Carry out assessments of young people's provisions already in place in Gainsborough, investigate ways to enhance them,
- Lead on community involvement in partnership with agencies and stakeholders to develop and deliver activities which deliver agreed Outcomes.
- Deliver an effective and inclusive Youth activity programme for the Gainsborough Community People's Forum including new relevant initiatives/programmes
- Provide finance and monitoring information in respect of specific projects and activities.
- produce funding bids and produce written reports as required
- Work with young people and community groups to develop their capacity to engage in meaningful participation in community activity to tackle poverty.
- Involve young people in community consultation; develop projects and initiatives which tackle poverty in the community and improve their wellbeing as a whole
- Identify and facilitate appropriate training and learning opportunities for young people
- Ensure that equality, diversity, wellbeing and sustainability are valued and embedded into services
- Help to embed the values and principles of Community Development and Well Being into all aspects of the work
- Ensure conformance with regulations on Health and Safety in the workplace in accordance with the responsibilities noted in the Health and safety at Work Act 1974 and the Company's Health and Safety Policy

- Act within Suffolk Libraries procedures with regard to equal opportunities and equalities.
- Recruit, train and manage volunteers
- Attend and contribute to multi-agency meetings that bring together practitioners from different sectors, mainly the South East Ipswich Safer Neighbourhood meetings and Gainsborough Community Peoples Forum meetings, but may include others
- Attend regular staff and supervision meetings outside of normal work session

**FLEXIBILITY**

Your attention is drawn to the fact that some duties and responsibilities are difficult to define and may vary from time to time without altering the general character of the duties and levels of responsibilities entailed. In addition it is a requirement of this post holder that they accept elements of flexibility in duties and responsibilities

The successful applicant will be employed subject to satisfactory references and enhanced DBS check