



## Youth Worker to Ripley Town Council

### JOB DESCRIPTION

<b>JOB TITLE</b>	<b>Youth Worker</b>
<b>RESPONSIBLE TO</b>	The Town Clerk
<b>STARTING SALARY</b>	£15/hour
<b>CONTRACT TYPE</b>	Zero Hours
<b>PLACE OF WORK</b>	<p>Various venues within the Ripley Township (Ripley, Marehay, Waingroves, Ambergate, Bullbridge, Sawmills, Heage, Nether Heage, Lower Hartshay, Upper Hartshay, Street Lane).</p> <p style="text-align: center;">Ripley Town Council office 6, Grosvenor Road, Ripley, DE5 3JF</p> <p style="text-align: center;">Working from home</p>
<b>1</b>	The person appointed will be responsible to the Clerk and will report to and work alongside the Clerk and Deputy Clerk and, as and when required, undertake any duties required by the Clerk.
<b>2</b>	To encompass all aspects of the planning and delivery of the Ripley Town Council Youth programme. You are required to be very conversant with IT, have a high level of computer competency and a willingness to provide information for the Ripley Town Council website plus social media. A good telephone manner and interpersonal skills are essential.
<b>3</b>	The hours of work will be a minimum of 10 hours per week. There will be a requirement to attend Youth programmes in the evenings.
<b>4</b>	Flexibility of working hours will be required to enable the best service for the Ripley Town Council Youth programme.
<b>5</b>	After a probationary period of 6 months there will be an opportunity to join the pension scheme.
<b>6</b>	To adhere to legal, statutory and other provisions governing or affecting the running of the Council.
<b>7</b>	To prepare, in consultation with the Clerk a fun and engaging programme to deliver to young people in the Ripley Township at external venues.
<b>8</b>	To focus on building relationships and engaging with young people and will work with partners to identify young people who may require additional support and refer appropriately.
<b>9</b>	To engage with the local community and build networks to create opportunities to increase support for young people.
<b>10</b>	To work with young people from a range of backgrounds and cultures and deliver arts, various sports and competitions etc.

<b>11</b>	To create a program to include involvement with the community, guidance on social media use, support for mental health, information for healthy diet and lifestyle and encourage any skills shown by the youngsters.
<b>12</b>	To deal with correspondence and documents when required to bring such items to the attention of the Council relating to youth policy, initiatives, and ideas.
<b>13</b>	To act as representative of the Council as required.
<b>14</b>	To liaise with local schools, local groups and other Councils, to promote our Youth programme.
<b>15</b>	To attend meetings of the Council and meetings of its committees, should your input be required.
<b>16</b>	To assist with the running of Council events. Some of the events are during the evening and weekends.
<b>17</b>	To attend training courses as required.

Ripley Town Council is and Equal Opportunities Employer.