



together as one

Project Worker

JOB DESCRIPTION

Purpose of the role

To train Aik Saath's young volunteers in the skills necessary to deliver training projects in schools and young people's centres.

To work with volunteers to deliver high quality training in schools and young people's centres.

To engage with schools and other partners to develop new training projects.

To evaluate Aik Saath's interventions and to collate evidence as required by funders.

To contribute to the overall achievement of Aik Saath's aims and objectives.

To work as part of a small, highly committed and mutually supportive team.

Responsible to: Project Manager and Trustees

Responsible for: Placements and Volunteers

Key Responsibilities

- Recruit young people to join our team of volunteers via the delivery of assemblies and engaging referrals made by Slough Young People's Service.
- Convene meetings with school and youth centre staff to ascertain the needs of their groups.

- Design training programmes with our volunteers to meet these needs and develop new and innovative approaches to helping young people understand issues relating to conflict, identity, racism and cohesion.
- Coordinate the training of young people to co-deliver these programmes, particularly at our weekly meeting on a Tuesday evening.
- Liaise with parents, carers and schools to secure consent where necessary for young people to join you to deliver training to groups of young people.
- Build strong relationships with young people and be a positive role model in their lives.
- Collate evaluative material and other data as required by funders.
- Safeguard young people by following approved child protection and safeguarding procedures.

TERMS AND CONDITIONS

Salary: The contract is offered on two-year fixed term basis with a salary of between £22,713 and £24,408 per annum depending on experience.

Hours: This is a full-time post of 37.5 hours per week. There is a requirement to work on Tuesday evenings. There may be a requirement to work on other evenings and weekends and you may be required to travel regionally.

Holiday: The standard annual leave entitlement is the statutory minimum of 5.6 weeks per year, which equates to 28 days per year including Bank Holidays.

Probationary Period: Three months.

PERSON SPECIFICATION:

AREA	CRITERIA
Training	
1.1 Experience of designing and delivering programmes of training or educating children and young people.	Essential
1.2 Experience of developing training relevant to the core aims of Aik Saath – Together As One.	Desirable
Conflict and Cohesion	
2.1 A strong understanding of ‘race,’ racism and issues impacting on cohesion in the UK.	Essential
2.2 A strong understanding of conflict resolution and non-violent approaches to resolving conflict.	Essential
Young People	
3.1 Experience of working with young people in a youth work or school setting.	Essential
3.2 An understanding of basic safeguarding in relation to young people.	Essential

Key Skills	
4.1 Excellent communication and presentation skills.	Essential
4.2 Experience of working in partnership with other key agencies, such as schools, youth professionals and community organisations.	Essential
4.3 A good level of computer literacy, including Microsoft Word and Power Point.	Essential
4.4 A commitment to working on Tuesday evenings and a willingness to work flexibly as required.	Essential

Key Dates

Closing Date: 5pm, Friday 29th May 2015

Assessment Date for Shortlisted Applicants: Thursday 11th June 2015

Please note that you are encouraged to address each point listed in the personal specification in your supporting statement as this will make it easier for the panel to assess your suitability.

The appointment is subject to the candidate undertaking an enhanced Disclosure Barring Service Check and satisfactory written references.

Job shares will be considered.

If you have any questions, need additional information or would like an informal discussion, please call Rob Deeks on 01753 574 780.

Applications should be emailed to info@aiksaath.com or by post to:

Rob Deeks
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LOTTERY FUNDED