

## **Job Description Johnstone Castle Learning Centre**

**POST:** Youth Worker      **RESPONSIBLE TO:** Board of Directors

### **Positions Available:**

x1 - 4 hour post to cover Fridays evenings in our youth clubs

x1 - 8 hour post to cover Thursday and Friday evenings in our youth clubs

**Rate of pay:** £8.42

### **KEY PURPOSE OF JOB**

To be responsible for the day to day running of our current youth services whilst identifying innovative new opportunities for the service.

### **KEY RESPONSIBILITIES WILL INCLUDE:**

- Planning and facilitating activities and events
- Identifying and developing new service opportunities
- Working within the existing youth groups
- Produce and develop policies and procedures in conjunction with colleagues and the Board of Directors
- Monitor funding commitments and targets and ensure that they are being achieved
- Maintain a high standard of record keeping
- Work with other partner agencies when appropriate
- Planning and participating in outreach sessions within the local area
- Representing Johnstone Castle Learning Centre within the local area
- Ensure effective stock and equipment levels whilst minimising waste
- Be aware of budgets and ensure that all youth activities represent value for money and that expenditure is responsible and appropriate
- Arrange and facilitate regular youth staff meetings

**Please note the hours of work for this post are mainly in the evening although flexibility will be expected in relation to working throughout the day. Interviews for this post will be carried out in the evening.**

*This list is not exhaustive and is intended as a snap shot of the post.*

*For more information and to apply please contact:*

*Jean Gallagher*

*E: [director.jclc@gmail.com](mailto:director.jclc@gmail.com)*

*T: 01505331015*