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Cumbria Youth Alliance

**JOB DESCRIPTION & PERSON SPECIFICATION**

**JOB TITLE:** Project Delivery Worker

**REPORTS TO:** Youth Promise Lead and Senior Managers

**LOCATION:** County Wide with Specific Area Responsibility

**CONTRACT:**  12-month fixed term contract

**HOURS:** FT – 37 hrs / PT – 18.5 hrs

**SALARY:** £22,500 pro rata with stakeholder pension + mileage allowance

#### JOB SUMMARY

Cumbria Youth Alliance are seeking to appoint three full time delivery workers to support 15–18-year-olds in targeted schools across the Cumbria area to support our Positive Role Models project. Positive Role Models is an exciting new project that will be delivered to Years 11-13 in schools, giving young people the opportunity to work on their own social action projects. They will research, plan and budget a project and pitch this to a class. They will work with a team of mentors from businesses across Cumbria, who will give advice and guidance from their own experience to support enterprising young minds.

The delivery worker will confidently deliver weekly sessions to a class sized group of students in a school or college working alongside / supporting a group of adult mentors.

They will develop positive relationships with mentors from established and emerging local business, to support the delivery of a social action development programme. This will include identifying a project, drawing up action / business plans, the implementation and evaluation process linked to core employability skills, and guide young people towards future employment and educational opportunities.

This role is part of Cumbria Youth Alliance’s Youth Promise Strand and is funded by the Charities Aid Foundation. The successful candidates will work closely with identified schools, local businesses, and appointed mentors, within their designated geographical area and other members of the delivery team to ensure consistent support.

The post holder will have experience supporting young people and delivering group activities. You will be required to keep detailed records of engagement, follow structured lesson plans and have the ability to make changes or adaptations in real time situations, ensuring delivery engagement is kept on track. You will also have a knowledge of the local labour market.

You will have a shared responsibility for the monitoring and evaluation of the project while adhering to Cumbria Youth Alliance’s core values and Charities Aid Foundation funding requirements, striving to meet key milestones and performance indicators.

You will be required to undergo an enhanced DBS check, must hold a full UK driving licence and have access to a vehicle.

Equipment will be supplied to enable you to undertake your role (mobile and laptop and relevant software) alongside a package of training and development sessions.

#### Key Tasks

* Engage and build positive relationships with a caseload of 15–18-year-olds in an education setting. To provide effective support to young people on a one to one or group basis. Provide social action/ enterprise and life skill sessions to young people within the schools. Supporting young people to develop action plans for a successful project.
* Use principles of co-production with young people and the team to plan, create and evaluate activities and interventions to engage young people who access the project.
* Carry out duty tasks pertaining to the project, including planning, and coordinating activities, supporting mentors, and supporting the evaluation of the project.
* Undertake outreach and detached work to engage young people in schools and colleges to encourage participation in the project. Seek to develop relationships with young people at risk, identifying and signposting where relevant and engage them into positive activities.
* Support the management team to help risk assess activities where necessary.
* To work alongside the management team to oversee the activity budget.
* Effectively record outcomes using our management information system.
* To support with administrative parts of the role.
* Managing safeguarding accordingly.
* Work within CYA guidelines to provide consistent support and engagement.

#### Person Specification

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| --- | --- | --- | --- |
| Requirements |  | Essential | Desirable |
| 1. Education and Training | NVQ or Level 3 in a related field, e.g., Advice and Guidance qualification or can demonstrate at least 3 years’ experience | YES |  |
| Training in Youth Mental Health First Aid |  | YES |
| 1. Experience | Be able to demonstrate experience of supporting people towards positive destinations | YES |  |
| Experience of outreach/detached work |  | YES |
| Experience of working with young people in school/youth based/support settings | YES |  |
| Experience of delivering activities within a youth base/support setting using creative ways to consistently engage young people |  | YES |
| Safeguarding Level 1 or willingness to work towards this | YES |  |
| Experience of providing group work | YES |  |
| 1. Skills and Abilities | Be able to support young people to identify aspirational pathways | YES |  |
| Use asset-based evaluation tools to show progression |  | YES |
| Ability to manage allocated budgets | YES |  |
| Accurate record keeping | YES |  |
| Microsoft package skills | YES |  |
| Use of management information systems |  | YES |
| 1. Knowledge | Knowledge of local labour market and provision |  | YES |
| Knowledge of support providers |  | YES |
| Knowledge of relevant legislation, policy and good practice relating to young people | YES |  |
| Knowledge and awareness of barriers that young people face towards progression. | YES |  |
| 1. Personal Factors | Open and friendly manner | YES |  |
| Non-judgmental | YES |  |
| Excellent communicator | YES |  |
| Flexibility to work requirements | YES |  |
| 1. Other Requirements | Full UK driving licence and access to vehicle | YES |  |

To request an application pack contact us by email or ring us on 01900 603131 alternatively you can download it at [www.cya.org.uk](http://www.cya.org.uk) and then email to [sophie@cya.org.uk](mailto:sophie@cya.org.uk)

Closing date for applications is 06/05/2022