4 October 2023

Dear Applicant

Thank you for your interest in the post of **Lead Youth Worker (Risk and Resilience Mentor)**

In this pack you will find:

- Job Description
- Person Specification

On our website you will find:

- Application Form
- Guidance Notes for Applicants
- Monitoring Form
- Our Equal Opportunities Policy Statement

Please note that **CVs will not be considered** as part of your application, we will be short-listing from fully filled out application forms only.

Your completed application form should be sent to arrive no later than **9:00am on 30 October 2023** by email to recruitment@metrocharity.org.uk. Please include your full name in the message subject line. Your email including attachments must not exceed 5MB in size. Please also complete the Equality and Diversity monitoring form.

Interviews, likely held over Zoom, will take place in the **week beginning 6 November 2023**

Interested in this role and would you like to ask us any questions? Come to our drop-in session about the role on the 9th of October 2023 at 6-7pm. For zoom link or further information regarding this post please contact **Isander Freiman, Youth Manager, LGBTQ+ Youth manager and mentoring** on 020 8305 5000 or by email **isander.freiman@metrocharity.org.uk**

We look forward to hearing from you.

Best wishes
Andrew Evans, CEO
**Job description**

**Key details**

**Job title** Lead Youth Worker (Risk and Resilience Mentor)

**Employment status** Full-time

**Duration** Until 31 August 2024 [with possibility of extension]

**Salary/Wage** £29,754 pa

**Hours** 35 Hours a week Monday- Friday with some evening and weekend work as required

**Line manager** Youth Manager

**Coordinated by** Head of Mental Health and Youth Services

**Employer** METRO Charity (The Metro Centre Ltd)

**Location** Main location of work is METRO New Cross and outreach locations across the London Borough of Lewisham

**Job outline**

We require a reliable, creative, and outgoing individual to lead our Risk and Resilience programme. The programme provides one-to-one and small group mentoring interventions looking at sex, relationships, identity, and communication skills in a unique peer-mentor approach.

**Programme**

Our Risk and Resilience programme currently delivers a programme for all young people in Lewisham and facilitates positive changes in behavior towards relationships, identity and gender. This will be achieved through a programme of sessions that address: sexual behaviors, healthy relationships, consent, porn, violence, substance misuse, identity, and conflict resolution. Broader outcomes, as a result, will include reducing substance misuse and involvement in crime or risky behavior.

**Role**

You will need to show a strong commitment to young people and show an understanding of the factors affecting young people’s lives. You will be working closely with the young people to facilitate positive change and tools to manage risk. You will be responsible for liaising with a range of services within Lewisham, maintain a presence at our young person’s GP service at the
Mulberry Hub, Lewisham alongside other health professionals. You will evaluate referrals and conduct initial assessments with young people before completing the risk and resilience work, or refer to more appropriate services as needed, internally within METRO, within Lewisham partners, or externally.

The role involves delivering client-facing work in a flexible and relatable way, as well as attending key meetings in the boroughs to gain referrals. You will be responsible for reviewing one-to-one and group session plans that support positive behaviours tailored to the feedback given from venues, are interactive in nature, and are supported by current policy and research.

You will capture data from your delivery to produce quarterly reports in line with the project key deliverables. You will liaise with the Youth Manager to review project outcomes and suggest recommended changes for the benefit of the service users.

**Main tasks**

1. Work with 11-19-year-olds (up to 25 for those with SEND) through 1-2-1 short interventions, group work and 1-2-1 casework supporting individuals for a series of sessions.
2. Work closely and attend the weekly GP drop-in clinic at the Mulberry Hub in Lewisham with health professionals to support any young people that may attend and promote the service.
3. Work with schools/services to tailor the workshop before the group sessions and provide a feedback report that provides overall themes and topics.
4. Assess referrals coming into the service and accept onto caseload or referral onwards.
5. Carry out all day-to-day administrative tasks to ensure the smooth operation of the programme.
6. Undertake monitoring and evaluation of all activities and projects to produce a record of work undertaken, including outputs, and where appropriate outcomes of such work.
7. Engage young people in their feedback on the sessions and workshops and use to inform future programme developments.
8. Proactively promote the service and bring innovative ways to develop. This might include attending local events, conferences and professional meetings to promote the programme.
9. Assess young people’s sexual health needs through outreach and/or referrals and provide a range of information, referral and signposting to services as necessary, including access to the local free condom distribution scheme and promote chlamydia screening through the National Chlamydia Screening Programme.
10. Further develop METRO’s relationships with statutory and non-statutory services throughout Lewisham, and work together with youth services, Youth Offending Team (YOT), schools, and pupil referral units etc.

**Other duties**

1. Adhere to METRO policies and procedures at all times.
2. In line with METRO’s policy on Information Governance (IG), confidentiality and data handling, you will be expected to undertake, pass and maintain the required IG modules as indicated by your line manager.
3. Ensure sensitive and confidential recording and handling of information in accordance with the Data Protection Act, GDPR regulations and METRO’s Information Governance policies.
4. In line with METRO’s policy on Safeguarding, you will be expected to undertake, pass and maintain the required Safeguarding Training modules as indicated by your line manager.
5. Attend regular supervision, and to undertake appropriate training as agreed. Maintain and update knowledge, skills and undertake continuing education in accordance with personal and service needs within a framework of a personal development plan.
6. Undertake any other appropriate duties as requested by your manager. If these duties are extensive and of a higher job description scale, the terms and conditions of the post may be varied in negotiation with your line manager.
## Person specification

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<thead>
<tr>
<th>Knowledge &amp; Experience</th>
<th>Skills &amp; Abilities</th>
<th>Essential/Desirable</th>
<th>Application/Interview</th>
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</thead>
<tbody>
<tr>
<td>Youth or social work qualification or evidenced sustained employment in youth work - interventions for at least 2 years</td>
<td></td>
<td>Essential</td>
<td>Application Form</td>
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<td>Experience of working in a multi-disciplinary team, to have shared outcomes for young people</td>
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<td>Essential</td>
<td>Application Form</td>
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<tr>
<td>Experience of achieving positive outcomes for young people</td>
<td>Ability to deliver a project working to key milestone and targets</td>
<td>Essential</td>
<td>Application Form &amp; Interview</td>
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<tr>
<td>Professional experience related to the issues young people experience, including sexual health, drugs/alcohol and crime.</td>
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<td>Essential</td>
<td>Application Form &amp; Interview</td>
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<tr>
<td>Extensive knowledge of sexual health and contraception methods for young people</td>
<td>Ability to clearly communicate information about sexual health and contraception, drugs/alcohol and the consequences of crime</td>
<td>Essential</td>
<td>Application Form &amp; Interview</td>
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<tr>
<td>Experience in providing one to one assessment and supporting young people through referrals</td>
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<td>Essential</td>
<td>Application Form &amp; Interview</td>
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<td>Experience in developing and delivering group workshops to young people</td>
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<td>Essential</td>
<td>Application Form &amp; Interview</td>
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<td></td>
<td>The ability to offer advice, information and informal support face to face in a sensitive, non-judgmental</td>
<td>Essential</td>
<td>Application Form &amp; Interview</td>
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<td>manner, respecting a diversity of lifestyles and experience.</td>
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<td>Enthusiastic and committed approach to working with young people.</td>
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<td>Understanding of boundary issues to do with working with young people.</td>
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<td>An understanding of the importance of confidentiality as it relates to this work, young people and the ability to conduct Fraser Guidelines, CSE and Safeguarding assessments.</td>
<td>Essential</td>
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<td>Basic admin and computing skills, including word processing skills</td>
<td>Essential</td>
<td>Database management and producing reports</td>
<td>Desirable</td>
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<td>A flexible approach to working evenings &amp; weekends, including late-night sessions</td>
<td>Essential</td>
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