



WE'RE HIRING...

# COMMUNITY YOUTH WORKERS

We're looking for 2 experienced Christian Youth Practitioners to become part of the Matrix family.

If you are passionate about walking with young people & giving them opportunities that help them make the most of their lives, then we'd love to hear from you.

[WWW.MATRIXTRUST.COM/VACANCIES](http://WWW.MATRIXTRUST.COM/VACANCIES)

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Matrix | Allen House Pavilion. Guildford, Surrey | 01483 574900



Dear Applicant,

Thanks for your interest in joining the Matrix Family.

### **Why Matrix?**

We're a fun team who work hard to achieve the aim of catalysing change for young people across Guildford Borough. We're passionate about building long-term relationships and providing activities within schools and the community that nurture, inspire, connect and empower young people, helping them make the most of their lives.

Right now we are investing into new projects as well as developing our more established ones and we're looking to grow a team who are keen to invest for the long-term, willing to put in the energy needed to make a tangible difference.

### **Why Guildford?**

Don't be put off, thinking there are no needs amongst young people in Guildford, it's not what it seems on the surface. The needs of young people here are very real, amongst those who have, and those who don't – from mental health issues, to social isolation and from a lack of opportunities to poor life skills, for young people in Guildford life can be tough.

This year we have worked with over 300 unique young people on a regular basis, providing in-depth support for needs ranging from mental health to social and emotional development, and have impacted more than 1000 other young people across a range of activities and provision. Take a look at our latest newsletter to read some of our young people's stories!

### **Where does this role fit?**

Our Community Youth Workers do face-to-face delivery as well as develop and improve provision. Focussing on key locations across the Borough, our provision responds to localised needs and works in collaboration with churches, schools and other organisations - the successful candidate will be creative and revel in playing a key role in both the development and the delivery. If you love a varied role, can take initiative and don't mind mucking in this could be the role for you.

### **Come and join the adventure!**

Thanks again for taking time to look at our vacancies and I hope that you consider applying to become part of our growing team.

Kind regards,

A handwritten signature in black ink, appearing to read 'Misty'.

Misty, CEO



# COMMUNITY YOUTH WORKER

## OVERVIEW

Matrix delivers youth work in schools & communities across Guildford Borough.

**We're excited to offer 2 Community Youth Worker roles from September 2019.**

Each role will carry responsibility for coordinating, improving and developing provision with and for young people in either the East or West of the Borough. Specific responsibility for one key area of provision will also be expected, reporting to the CEO.

The post-holder will also deliver face-to-face youth work for at least 50% of each week, including: one-to-one support, youth hubs, sporting activities, workshops, group sessions and social activities.

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## **Role Description - Community Youth Worker**

*This is an exciting and innovative role for a highly motivated youth worker to join our established and evolving charity. This role provides an opportunity to deliver excellent face-to-face youth work, as well as to build projects and develop key relationships that benefit young people, across schools and the community.*

### **What would I be doing?**

As a Community Youth Worker you will be part of both the Schools and Communities teams, accountable for the work in one school and one community area, ensuring that these provisions serve the needs of local vulnerable young people. This role requires face-to-face youth work delivery across a variety of projects, in school and the community, including one evening as well as leadership in some areas.

Matrix work is focussed in key areas across Guildford Borough. You will be allocated one area to take responsibility for, and will be expected to deliver, improve and build new projects, developing relevant key professional relationships across that area to meet the needs of young people there.

### **What do we expect from you?**

#### **Deliver Face-to- Face Youth Work:**

- Create a fun, welcoming and secure environment at each project
- Provide activities for young people that inspire and empower them
- Develop nurturing relationships with young people in your projects and key area
- Encourage young people to take part in the activities provided
- Ensure that you work to the Youth Work Standards
- Ensure appropriate behaviour is maintained to create a safe environment for all
- Pro-actively analyse and respond to the physical, intellectual, emotional and spiritual needs of all young people you work with, providing opportunities for them to develop in these areas
- Monitor, evaluate and record the development of young people who attend your projects
- Provide basic information and sign-posting for areas outside your specialism
- Liaise with the DSL on any arising issues or concerns

#### **Take a Lead in one of our key areas:**

- Build, develop and run projects that meet the current needs of young people in the area, including a Youth Hub and schools-based activities

- Take responsibility for the effective delivery and outcomes of your projects, including, but not limited to: coordinating staff and volunteers; managing programs and equipment; ensuring policies and procedures are followed
- Recruit, train, supervise and support project delivery team (paid and volunteer) to enable the projects to run effectively
- Hold regular team meetings with project teams for debrief, planning and training
- Ensure that your team work to the Youth Work Standards
- Create and be accountable to an annual Action Plan for each project, in liaison with the SLT
- Gain feedback from young people to improve projects and empower them to make a difference in the project and their community
- Ensure that all attendees feel part of Matrix and the projects they attend
- Be responsible for budget management of each project

### **Co-ordinate a Project Area:**

In addition, we would like you to take responsibility for one specific area of our delivery (to be agreed, dependent on experience), this will be either:

#### **A) Schools Work**

Based in one school, you will be the Lead Youth Worker and expected to work as part of the school's pastoral team, while representing Matrix, as well as coordinate schools work.

##### Face-to face youth work:

- Build positive relationships with all young people referred to you
- Conduct one-to-one sessions to listen to, analyse and respond to the physical, intellectual, emotional, social and spiritual needs of young people
- Develop and run a variety of contact points and projects for young people across the school, including group sessions and drop-ins
- Manage, monitor and evaluate caseloads within your allocated school
- Supervise and build a team of volunteers to work within the school
- Build good working relationships with school staff, CAMHS and other relevant local services

Schools Coordinator: You will promote and supervise work across all Guildford Borough schools, encouraging local area leads to engage and be proactive in the schools in their area and ensuring our work with young people continues to be impactful.

**B) Youth Hubs Coordinator:** The Youth Hubs coordinator will promote and supervise work across all Matrix Youth Hubs and holiday activities, enabling Youth Hub Leads to provide innovative, professional and exciting Youth Hubs and holiday activities in their area and ensuring our work with young people continues to be impactful.

## **Team Expectations**

All the team are practising Christians\* working from within the Christian ethos and praying together regularly as a team, expecting you to do the same.

Matrix is a small, established, but fast evolving and growing charity and there is therefore an expectation on all staff to be proactive and a fully-invested team player, supporting others in their busier seasons and the charity as a whole across the year.

### **We expect you to:**

- Fit in with our core values, to be: positive, relational, innovative, collaborative and fun
- Be committed to and passionate about the mission to catalyse change in young people's lives
- Be a pro-active member of the Matrix team and get involved in projects which benefit the mission of Matrix (e.g.: fundraising activities/events or prayer spaces)
- Take part in Ready 4 Action (annual cross-church social action project, first bank holiday weekend in May) and an annual residential
- Work across agencies and Matrix teams
- Cover for team members during periods of sickness or leave, when required

Due to the nature of the work you will be expected to work some evenings and occasional weekends. All hours will be based at the Matrix office, unless delivering youth work or previously agreed. Any specific changes to your working week will be cleared through your Matrix line manager.

## **What we offer you**

- 5 weeks paid holiday, plus bank holidays and the office shuts between Christmas and New Year
- A mentor from a local church
- A training programme that develops your skillbase, including First Aid and Mental Health First Aid training
- Peer supervision
- Regular line management and supervision from a senior staff member
- Flexible working arrangements, where possible
- A nurturing and supportive team

**Hours: Full-time, 37.5 hours pw | Salary: £21,500**

## **Who are we looking for?**

### **ESSENTIAL**

- Passionate about catalysing change in all young people's lives
- Proven track record of at least 2 years youth work experience in schools/community context
- Strong interpersonal and communication skills
- Able to relate easily to young people from a variety of backgrounds and develop positive relationships that enable change in their lives, setting appropriate boundaries
- An understanding of the issues young people face today
- Experience of delivering youth clubs or other community youth provision
- High levels of motivation and enjoy taking initiative
- Enjoy working in a flexible, growing, energetic team
- Some experience in managing volunteers and able to mobilise and motivate them
- Agree with and able to support and work within the Christian ethos (this job has been has a "genuine occupational requirement" (GOR) for the post to be filled by a Christian)
- Able to work within the values of the Matrix, including taking a 'can do' approach to work
- Able to move quickly between multiple work locations within and around Guildford
- Organised, with good IT and administrative skills, eg: Microsoft Office and Google Drive
- Experience of leading workshops and / or groups sessions with young people

### **DESIRABLE**

- A relevant Professional qualification in youth work or equivalent specialism
- Knowledge of Guildford Borough and its young people and issues
- Not afraid to make (and own up to) your mistakes and have fun in delivering projects with young people
- Team leadership experience
- Confident to plan and undertake assemblies, or equivalent
- Experience in developing relationships with external partners, and liaising with staff and volunteers



# WANT TO JOIN THE TEAM?

## HOW TO APPLY

To apply for this post, you need to do 3 things:

1. Complete the application form in the Application Pack
2. Create a one minute video telling us why you are passionate about youth work and upload it to <https://wetransfer.com/>
3. Email the form and the wetransfer link to [hr@matrixtrust.com](mailto:hr@matrixtrust.com)

**All applications must be in by 5pm Monday 15th July**

Interviews will take place week commencing 22nd July