

Job Title	<b>Youth Work - Diversity and Inclusion Lead</b>
Location	<b>Devon: base is flexible - from one of the following locations Bideford, Barnstaple, Okehampton, Exeter, Exmouth, Tiverton, Newton Abbot &amp; Totnes</b>
Coach	Youth Work Manager
Hours of Work	Flexible - 30 to 37 hours (negotiable) Fixed term 1 year
Pay Scale	SYSW - JNC pts 9 - 10 (unqualified) £21,439 - £22,104 , pts 10 - 13 (qualified) £22,104 to £25,313 f.t.e.
Job Ref no	DYS115

## About Space\*

We are an ambitious and innovative charity committed to *'unlocking potential with young people and their communities'*. Building on an established reputation of successful youth work and other services, Space\* is seeking to support even more young people by developing current and new services to increase the scope of what we do.

Space\* is a public sector mutual and a social enterprise - our core values are:

- **Integrity** - doing what's right even when no one is looking
- **Respect** - interacting with fairness, kindness and dignity
- **Determination** - we give people a second chance and a third, fourth.....
- **Collaborative** - doing great things together and with others
- **Accountable** - managing risk, taking responsibility and be accountable to each other and our stakeholders
- **Dynamic** - creating fun and a little bit of weirdness

Attitude - Space\* is an inclusive and learning organisation. Our employees should strive to achieve the best they can and must be committed to seeing the best in others



Registered company address: DYS Space Ltd,  
100 Club, Wear Barton Road, Exeter, Devon EX2 7EH  
Company registration number: 10229618



Space is committed to equality of opportunity in all aspects of our work, and we value the rich social and cultural diversity of our communities. We understand that the people who provide and use our services have diverse characteristics and different experiences, needs and aspirations. We promote Anti Oppressive Practice and recognise that people face exclusion, discrimination and harassment as a result of one or more aspects or perceived aspects of their identity, or by association with people with different characteristics.

**Purpose of Job** - To work collaboratively across our organisation, to ensure that young people are engaged in meaningful activities and programmes that seek to unlock their potential, gives them a voice, positively shapes their future prospects and promotes community connectivity.

**Key Responsibilities:** - To deliver, project manage and evaluate programmes of work for young people from minority groups and/or those who have protective characteristics. Support open access and street based youth work to help build a culture of inclusion and to champion diversity. Create positive networks, share practice and learn from others.

### **Core Tasks:**

1. Reach out to and meet with individuals and groups from BAME communities and with young people who have protected characteristics.
2. Engage young people in meaningful fun, challenging and educational activities and programmes
3. Recognise, reward and celebrate young people's achievements, learning and successes. From the smallest first step, to reaching their goals and having the self belief to widen their aspirations
4. Eliminate barriers to service delivery and inclusion across all services
5. Promote equality of access and make any reasonable adjustments
6. Rollout and evaluate our Youth Centers annual Welcome audit survey
7. Champion equality and diversity across the service and widely promote the inclusion of young people from minority groups
8. Provide quarterly reports on our LGBTQ, SEND and other sessions as directed and monitor outcomes and achievements
9. Develop and contribute to networks and collaborate in partnership with other and specialist organisations
10. Ensure young people's voices are embedded in practice and policy development

## **Core Tasks: Organisational roles and responsibilities:**

- First line management responsibility for other staff where directed
- Be a point of contact for safeguarding issues
- Health and Safety responsibilities in different venues and environments
- Provision of reports and data to the Leadership Team
- Timely administration and recording tasks
- Uphold all Space\* policy, practice and standards, including health, safety and safeguarding. Speaking up and challenging when we or partners might not be getting it right
- Commit to your own continuous learning and that of others
- Be accountable to yourself, young people and their families, all colleagues, our trustees, partners and stakeholders
- Be flexible, dynamic and ready to move with the changing pathways of the organisation

## Skill Set and Specification

Post - : **Youth Work - Diversity and Inclusion Champion**

Skill Set	Essential	Desirable
<b>Training and Qualification</b>		<p>Level 3 in Youth Work</p> <p>Commitment to achieving Level 3 qualification in a negotiated time scale - including some voluntary hours to complete (if achievable within scope of contract)</p>
<b>Education</b>	Literacy and numeracy skills fitting for the post	Non youth work qualifications that can be utilised to enhance the curriculum offer (examples - outdoor education - the Arts - design - cooking - social and health care)
<p><b>Experience</b></p> <p><b>Working with Young people and their communities</b></p> <p><b>Working with Others</b></p>	<p>Youth work or working for young people's services</p> <p>Planning and/or delivery of personal and social educational programmes or projects that have inspired and challenged young people appropriately</p> <p>Working as part of a team. With the ability to support and challenge co workers in ways that nurture mutual growth and development</p> <p>Collaborative and partnership work with professionals and practitioners from a range of statutory and non statutory organisations</p> <p>Discretion and confidentiality</p>	<p>Work with young people</p> <ul style="list-style-type: none"> <li>● LGBTQ</li> <li>● SEND</li> <li>● BAME</li> </ul> <p>Work with Young People in care and / or care leavers.</p> <p>Community work that has involved teenagers</p> <p>Street Based Youth Work</p> <p>Collaborative and partnership work with professionals and practitioners from a range of statutory and non statutory organisations</p> <p>Information sharing</p> <p>First line management / supervision / coaching of staff or volunteers</p>
<b>Practical Skills</b>	<p>Practical application of high Health and Safety standards</p> <p>Working to Child Protection and</p>	<p>Understanding of Early Help systems and pathways</p> <p>Drugs and Alcohol work with young</p>

	<p>Safeguarding procedures Planning and Evaluation Ability to establish and develop meaningful working relationships at all levels</p> <p>Innovative and creative thinking in problem solving</p> <p>Good organisation, ICT and administrative skills</p> <p>Creativity in use of resources</p> <p>Ability to challenge young people's negative attitudes and behaviours supportively but effectively</p> <p>Be self directive with good organisational skills</p>	<p>people</p> <p>Sex and Relationships work with young people</p> <p>Work with vulnerable young people</p> <p>Fundraising experience</p> <p>Sport, arts, media, music and cooking skills</p> <p>Accreditation and celebration of young people's achievements</p> <p>Public speaking</p>
<p><b>Communication and personal qualities</b></p>	<p>Integrity, Respectful, Determined, Collaborative, Accountable and Dynamic</p> <p>Solution focused with a 'can do' attitude</p> <p>Ability to forge productive working relationships with colleagues and other stakeholders</p> <p>Empathetic and caring</p> <p>Resilience and self motivating</p> <p>A passion to eliminate oppression, discrimination, advance equality, embrace diversity and to foster positive relations with all others</p>	
<p><b>Other</b></p>	<p>Transport means to undertake the duties of the post</p> <p>Commitment to ongoing training and development</p> <p>Commitment to evening and weekend work</p>	