



**Hillingdon
Refugee
Support
Group**

Key House, High Street,
Yiewsley, Middlesex UB7 7BQ
Tel: 01895 434728

JOB DESCRIPTION

JOB TITLE	Youth Support Worker
REPORTING TO	Project Manager
DIVISION /LOCATION	Hillingdon 14 hours per week, (including outreach / evenings and unsocial hours).
SALARY	£11 per Hour

STRUCTURE

The Youth Support Worker will be responsible to the Project Manager for the delivery of youth-led projects and outreach for young asylum seekers and refugees.

CONTEXT

To bring, hope, dignity, and empowerment to unaccompanied refugees and asylum seekers aged 16-21 in Hillingdon. To work with individuals regardless of background, providing a welcome reception and both care and practical support in order to enhance their quality of life.

To assist in the development, facilitation and delivery of peer-led befriending sessions for unaccompanied asylum-seeking young people, focusing on building life skills and promoting personal and social development.

To provide regular outreach sessions for young asylum seekers and refugees.

To meet the needs of unaccompanied young people who have arrived in the UK without a parent or guardian, many of whom are suffering from a number of complex issues including social isolation and alienation, trauma, lack of self-confidence and low self-esteem,

To support the Project Manager in achieving the four project outcomes;

1. Young asylum seekers develop an improved support network, new skills and friendship in the community.
2. Reduced sense of isolation and alienation for young asylum seekers in Hillingdon and improved integration into British society.
3. Young asylum seekers have better access to social and leisure opportunities achieving a better degree of integration in the community.
4. Young asylum seekers have increased confidence and self-esteem enabling them to reach their full potential.

SCOPE

To support in delivering a peer-led mentoring and befriending project for unaccompanied asylum-seeking young people aged 16-21. The support worker will work closely with the Youth Worker to provide outreach services to young asylum seekers in hostels, supported accommodation and schools.

MAIN RESPONSIBILITIES AND DUTIES

1. To support the delivery of a peer mentoring and befriending project for unaccompanied asylum-seeking young people aged 16-21. Providing and delivering quality and well-structured activities and sessions.
2. To provide regular outreach services to young people in hostels supported accommodation and schools. Providing young people with quality; life skill sessions, e.g. cooking, budget management in their own familiar surroundings
3. To support young people who are involved in the project to develop their personal and social skills.
4. To facilitate the Youth Worker in planning and delivering project sessions.
5. To ensure all Health and Safety and Child Protection regulations are adhered to.
6. To ensure adequate staff to young people ratios
7. To ensure that the projects are peer-led by providing opportunities for obtaining the views of young people and incorporating them into the project.
8. To ensure that young people are actively involved in developing, running and evaluating the project.
9. To support the Youth Worker in publicising the youth projects and network with appropriate organisations within the statutory and the voluntary sector, including making links with schools, colleges, and community groups and careers services.
10. To ensure youth activities are of good quality and to implement quality assurance procedures and take appropriate action as necessary.
11. To ensure that all activities are monitored in line with HRSG policy and procedures.
12. To give opportunities for young people to evaluate the services they have received.

13. To undertake training and take advantage of other opportunities to develop required experience, skills and knowledge in working with young people.
14. To uphold the Fundamental Principles of HRSG and to work within the Organisations Equal Opportunities Policy.
15. To be responsible for undertaking own administration weekly and keeping up to date.
16. To maintain appropriate records of service users and volunteers in line with HRSG Policy and current legislation.
17. To complete all administration tasks associated with their work including monitoring and evaluation as required by funders.
18. To ensure that all terms and conditions of grant awards are strictly adhered to.
19. To maintain expenses records incurred in the execution of the post including those of volunteers and service users.
20. To undertake any other duties which are consistent with the overall responsibilities of the post.
21. To assist by actively involving young people in writing articles and designing flyers for the quarterly newsletter production to enable it to be sent out to all members on time.
22. To receive supervision sessions with the Project Manager

CONDITIONS OF SERVICE

The post is part time. It is a fixed term post funded by the Big Lottery Fund. Funding is expected to cease in February 2015. This post is regarded as exempt under the Rehabilitation of Offenders Act 1974. The post holder will be subject to a six month probationary period and an enhanced Criminal Records Bureau check.

