

Job Description - Volunteer Co-Director of Revive Newport

Location	Revive Community Hub, 82-83 High St, Newport
Hours	18-20 hours a week
Responsible to	Director, Pete Luther, and the Revive Board of Trustees
Responsible for	Assist in the leading and directing of Revive Newport and its youth projects.

The charitable objects of Revive Newport are:

- 1. To promote social inclusion for the public benefit by preventing people from becoming socially excluded, relieving the needs of those people who are socially excluded and assisting them to integrate into society.**
- 2. To help young people, especially but not exclusively through leisure time activities, so as to develop their capabilities so that they may grow to full maturity as individuals and members of society.**
- 3. To advance the Christian faith for the benefit of the public, principally through offering care, compassion and relevant practical and spiritual help.**

Volunteer Co-Director of Revive Newport - ROLE OVERVIEW

To help with the leading, promoting, development and management of Revive Newport.

To help run and develop Newport Youth Cafe.

To help develop the support of our young people through additional activities.

To do detached youth work.

ROLE RESPONSIBILITIES

Management:

- Assist in the development of our youth projects.
- To help develop appropriate partnerships with other youth organisations, Newport churches, the Police, Isle of Wight Council, Newport and Carisbrooke Community Council and the wider community
- To help ensure all the necessary paperwork and policies are in place.
- To help with Revive Newport's fund raising.
- To perform any other duties that are commensurate with the role, as directed.
- Due to this post having access to children and/or vulnerable adults, candidates will be required to undertake a Disclosure and Barring Service check. The possession of a criminal record will not necessarily prevent an applicant from obtaining this post, as all cases are judged individually according to the nature of the role and information provided.

Newport Youth Cafe:

- To work with the Senior Youth Worker to develop and maintain, through direct face-to-face work with young people, a youth work programme which reflects the expressed needs and enthusiasms of the group.
- To help lead and supervise a team of volunteers, ensuring that they are well motivated and supported in their role.
- To work within and promote Revive Newport policies and procedures at all times e.g. Equal Opportunities, Safeguarding, Health and Safety etc.
- To maintain an up to date knowledge of legal, financial and personal welfare issues and regulations which will be relevant to the range of young people contacted.
- To help maintain effective team working and develop collaborative practice within the immediate youth work team and the wider Revive Newport network.
- To attend team meetings, chairing where appropriate.
- To play a role in regularly monitoring and reviewing the quality of the youth work provision.
- To attend training courses, conferences, seminars or other meetings as required by his/her own training needs and the needs of the service.
- To support the Senior Youth Worker in the induction of new employees and volunteers.
- To support the Senior Youth Worker in training volunteers in their roles.
- To keep records of volunteer contact details and attendance.
- To follow all food hygiene procedures and ensure volunteers follow the correct hygiene procedures when preparing and serving food.
- To keep up to date regarding services and organisations that may be relevant to young people.
- To provide a space for young people and in particular girls to feel safe, encourage honesty and openness, and enable them to make positive choices for their futures.
- To ensure the youth work programme reflects the aims and objectives of Revive Newport.
- To promote positive lifestyle choices and help address issues surrounding high-risk behaviour.

Offering additional support to our young people:

- Within the context of Newport Youth Cafe, find ways of engaging with young people around topics that will help them gain life skills that will help them succeed in life, to include self esteem and self-awareness.
- To help facilitate the personal and social development of all young people within the group.
- To provide information, advice and guidance to young men who are involved in or at risk of risky sexual behaviour.
- To deal with enquiries about help and signpost to appropriate services if requested and give information if required.
- To ensure that volunteers are aware of services and support available to young people who may ask for information.
- To help organise and run various additional sessions where young people can receive additional support, for example with their homework, with their mental health. Teaching them life skills to aid their personal development.
- Help to develop and motivate a team for this.

Detached youth Work:

- Be part of our developing detached youth work team that walks around Newport town centre at times where there are a lot of young people or anti-social behaviour.
- Approach young people to see how they are doing and attempt to develop a conversation.
- Promote Newport Youth Cafe and the homework club.
- Seek to deescalate situations if that arises and if needed call the police.
- Report acts of anti-social behaviour.

This post will involve working closely with our Director and will involve developing this project. The time needed (working hours) and the scope for remuneration will be kept under review with the post-holder.

PERSON SPECIFICATION

Essential	Desirable
A committed Christian in good standing with and supported pastorally by a recognised Christian church or fellowship	
Relevant experience in youth work	Qualification in youth work
The ability to work independently towards targets	Experience of on the job training of staff/volunteers
Knowledge about relevant legislation-safeguarding, health and safety	Relevant Food Hygiene certificates
Good understanding of youth mental health and awareness of steps young people can take to improve this.	Adverse Childhood Experiences (ACE) training.
Excellent interpersonal and communication skills with the ability to get on with all kinds of people, but especially young people.	Group work experience in a youth work context.
Competent email and internet user including experience of Microsoft Office or equivalent packages.	
Ability to motivate others	Line management experience
Strong organisational skills	Previous experience of managing volunteers and working with unemployed people and disadvantaged groups
Sympathetic to the aims and objectives of Revive Newport	