



Poole Communities Trust

Senior Young People's Worker - Job Description

Part Time: 3.5 hours per week on Friday evenings for 13 weeks January - April 2027

Plus 37.5 hours induction and planning, November-December 2026

Salary: £17.00 per hour

Fixed Term with the aim to extend if Poole Town Community Group are successful in achieving additional funding.

Role purpose

1. To plan and lead delivery of a new youth club for Poole Town Community Group in Poole Town.
2. To lead the personal, educational, creative and social development of children and young people in Poole.
3. To help young people to reach their potential, in an environment where they can learn to discover exciting new ideas and activities, experiment, thrive, treat themselves and others with kindness and respect and be positive, motivated and resilient.
4. To champion children and young people within our communities and develop partnerships focussed on delivering support to children and young people.
5. To be part of the wider work of Poole Communities Trust and share in the values of the Trust.

Key relationships

Reporting to: Charity Manager

Supervises: Young People's Session Workers & Volunteers

Other key relationships: Local people, local community organisations, schools, BCP Council, NHS services that support young people, Dorset Police and other statutory and charitable organisations.

Key areas of responsibility

1. Work with the Poole Communities Trust staff team, Poole Town Community Group, local communities and partners to develop and deliver youth activities to support young people, which are responsive to the needs of Poole Town community.
2. The primary focus for this role is to plan and deliver a three-month pilot youth centre in Skinner Street, Poole. You will lead on delivering sessions for groups of young people which meet identified and evidenced local needs. You will be managing the Young People's Session Workers and local volunteers.
The sessions will run for 1.5 hours every Friday plus 1 hour set up and pack down. Start time is to be confirmed but will be no later than 6pm.
3. Have conversations with young people, identifying issues affecting them and how their needs can be met. Identify and refer when specialist support is needed.
4. Mentor, coach and support individual young people and encourage the development of self-awareness
5. Ensure appropriate boundaries are set and maintained.
6. Lead on safeguarding at all sessions and ensure the Trust's policies are promoted and adhered to.
7. Gather feedback to enable Poole Town Community Group to make funding applications, including social impact reporting for young people's activities and services.
8. Implement operational and health and safety procedures during all sessions.
9. Organise staff & volunteer rotas and offer support and training to colleagues and volunteers on issues related to young people.
10. Respond positively and constructively to feedback from local communities.

Person specification

Good face-to-face communicator with diverse members of our local communities, including adults and children	Essential
Committed to ensuring Safeguarding and Child Protection is paramount	Essential
Passionate about making a difference to our communities	Essential
Qualified First Aider	Desirable
Minimum - Diploma in Youth Work level 3 with at least 3 years post training experience or equivalent i.e. Qualified Teacher status	Essential
Committed to undertaking Continuing Professional Development and training	Essential
Experience and demonstrable skills in working with and motivating children and young people in a teaching or youth work setting	Essential
Experience of managing volunteers	Desirable
Excellent organisational skills and time management	Essential
Experience in planning and delivering programmes to support young people in their personal, social and educational development	Essential
Committed to working collaboratively within a community and team setting	Essential
Able to act with integrity at times of stress	Essential
Commitment to young people and an understanding of the issues affecting their lives	Essential
Able to undertake some weekend and evening work with advance planning	Essential
Commitment to equality and demonstrate desire to practically implement this at work	Essential
'Plugged into' emerging youth sub-culture with a good knowledge of social media	Essential
Good IT skills including use of computer to order supplies, carry out information searches, communicate with other professionals etc.	Essential
Committed to the application of the safeguarding policy and procedures	Essential
Committed to maintaining confidentiality	Essential
Good at following tasks through to their completion	Essential
Ability to organise and support the Young People's Session Workers and volunteers who participate in sessions, including a rota	Essential
Understanding appropriate boundaries and maintaining them	Essential

Application

To apply please send a completed Application Form & Equality and Diversity Monitoring Form to AdminPCT@poolecommunitiestrust.org.uk
- Deadline Sunday 25th October – 11pm

Subject to DBS checks and references, which will be obtained upon a successful application.