

May 2018

Dear Applicant,

Thank you for your interest in the post of **LGBTQ Youth Support Worker**.

Please find enclosed Recruitment Pack, which contains:

- Role Description
- Person Specification
- Application Form (separately attached)
- Guidance Notes for Applicants (separately attached)
- Monitoring Form (separately attached)
- METRO's Equal Opportunities Policy Statement (separately attached)

Application deadline: Ongoing

Please note that CVs will not be considered as part of your application, we will be short-listing from fully filled out application forms only.

- By post or hand to Human Resources Manager, METRO, N206 Vox Studios, 1-45 Durham Street, London SE11 5JH
- OR by email to recruitment@metrocharity.org.uk. If applying by email, you should include your full name in the message title and your email and attachments must not exceed 5MB in size.

For further information regarding this post please contact the line manager of the role, **Sarah Rowlinson, Acting Head of Integrated Youth Services on 020 8305 5000, sarah@metrocharity.org.uk.**

We look forward to hearing from you.

Best wishes,



Greg Ussher

Chief Executive Officer

METRO Youth

LGBTQ Youth Support Worker

Job Description

General Information

Contract:	Sessional
Salary:	£10 an hour plus holiday pay
Accountable to:	Director of Operations
Line Management:	Head of Integrated Youth Services
Role Coverage:	<p>Regular roles available</p> <ul style="list-style-type: none">• In Croydon, on Monday evenings• In Bromley, on Thursday evenings <p>Additional opportunities for occasional sessional work covering groups across network of 9 south London boroughs and Medway on Tuesdays, Wednesday and Friday evenings.</p>
Based at:	METRO Vauxhall, METRO Woolwich and youth group venues across south London
Date:	Until 30 th September 2019

JOB SUMMARY

To support the delivery of METRO youth groups for lesbian, gay, bisexual, transgender and questioning (LGBTQ) young people. There are regular Support Worker positions at our youth groups in Croydon and Bromley. There is also the offer of irregular cover as Support Worker at our wider network of 9 groups across south London boroughs and Medway.

The support worker role will work closely under the lead of the Lead Worker for that group.

METRO youth groups provide safe, social spaces for LGBTQ young people to meet and receive support from youth workers and from their peers.

The groups provide a structured programme of activities, which address key areas such as: sexual and reproductive health, drugs and alcohol awareness, mental health and wellbeing, hate crime and bullying, support with employment, study and training and healthy living. They run as 'closed groups' and can be accessed through contacting the Lead youth worker for an initial 1-2-1 assessment. Young people set their own programme of activities.

The groups also provide opportunities to connect and participate in cross-group events such as Pride, youth summits, social events and other opportunities.

Main tasks

1. To support the work of delivering METRO youth groups for lesbian, gay, bisexual, transgender and questioning (LGBTQ) young people.
2. The ensure premises and resources are ready for each session, ensuring the safety of workers and young people in line with risk assessments.
3. To support operational guidelines for the all group work and help keep accurate data records of each group session, stored appropriately (including confidential information of young people).
4. To support the delivery of an activity programme across domains of work including: sexual and reproductive health, drugs and alcohol awareness, mental health and wellbeing, hate crime and bullying, support with employment, study and training and healthy living. This planning must involve the participation of young people.
5. To support the evaluation of youth group activity, including collecting and recording the required data of the participants.
6. To follow METRO Safeguarding Policy to document and report safeguarding issues

to the METRO Safeguarding Lead together with the Lead LGBTQ Youth Worker.

7. To support METRO initiatives and events where applicable (cross-group events, Pride, World Aids Day, Needs Assessment, etc.) and to support service development for METRO Youth.

Other duties

8. Attend team meetings and regular supervision and to undertake appropriate training as agreed.
9. Any other duties as may be reasonably required and negotiated with the line manager and a flexible approach to shifting contract targets.
10. Adhere to METRO policies and procedure at all times.
11. Ensure sensitive and confidential recording and handling of information in accordance with the Data Protection Act and METRO's Information Governance Policies.

Support LGBTQ Youth Worker Person Specification

Qualifications and experience	Knowledge, skills and abilities	Essential or desirable	Application form, interview or both
1. At least 1 year's experience of working with either LGBTQ people or young people in a paid or voluntary capacity.		Essential	Application Form and interview
2. Recognised youth work or other qualification completed or in progress		Desirable	Application form and interview
	3. Thorough understanding of the	Essential	Application form and interview

	issues facing LGBTQ youth and of equalities issues as they may affect young LGBTQ people		
	4. Experience of working with young people and the ability to co-facilitate engaging activities to address issues faced by young LGBTQ people, ensuring their active participation.	Essential	Application form and interview
	5. Ability to communicate clearly to young LGBTQ people and offer informal support in a sensitive and non judgmental manner which respects diversity	Essential	Application form and Interview
	6. Proven ability to work as part of a team	Essential	Application form
	7. To be able to demonstrate a clear understanding of the importance of child protection and confidentiality as it relates to this post and the overall work of METRO	Essential	Application form and Interview

	8. An understanding of youth work practice including monitoring and evaluation, recorded and accredited outcomes, safe guarding etc. And the ability to translate these into practice.	Desirable	Application form and Interview
	9. Good communication and presentation skills	Essential	Application form and Interview
10. An understanding of youth participation and developing strong working relationships with young people		Essential	Application form and Interview