**Job Description**

Designation: Project Worker

Salary: £25,545   per annum, pro rata

 SCP:                   10

Location: Broxtowe Youth Homelessness (Stapleford)

Hours of Duty: 25 hrs per week

Responsible to: Project Manager

This post is currently funded until 31st March 2025, subject to 6 month probation period.

**MAIN DUTIES**

1. To support the Senior Project Worker with the development, delivery and assessment of BYH training programmes in line with standards expected of an accredited AIM Awards Centre.
2. To assist with recruiting, managing, supervising and supporting volunteers in their work with BYH.
3. Coordinate peer educators in their work with BYH.
4. To assist with the running of the drop-in and supporting young people in housing crisis.
5. To deliver and develop ‘Home Street Home’ in schools and other youth settings.
6. To keep a record of work undertaken, and monitor and review in line with the objectives of the project.
7. To involve young people in the design, development and delivery of the organisations services and resources.
8. To assist with identifying opportunities, designing and developing new areas of work and submitting bids when necessary.
9. To work in partnership with agencies/organisations to encourage participation by vulnerable and excluded groups of young people.
10. To maintain a good knowledge of relevant policies and practices both regionally and nationally in relation to work programmes.
11. To produce written reports for the Management Committee, forum meetings and funders when requested.
12. To attend and take part in appropriate training and supervision.
13. Any other duties which may be regarded as within the nature of the duties and responsibilities of the post as defined. This is subject to the provision that normally any changes of a permanent nature shall be incorporated by negotiation into the Job Description in specific terms.