

**Carmarthen Youth Project**

**Digital Youth Project**

**JOB DESCRIPTION**

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| **JOB TITLE:** | **Digilab Project Lead - Youth Worker** |  |
| **JOB CATEGORY:** | **Youth and Community Work** |  |
| **RESPONSIBLE TO:** | **Project Manager** |  |
| **HOURS:** | **31 hours a week *involving unsocial hours, including evening and weekend working on rota.*** |  |
| **SALARY:** | **£21,892.06 (pro rata)** |  |
| **CONTRACT:** | **Funded for 3 years until January 2025 (dependent on start date)** |  |
| **JOB PURPOSE**  **To provide an exciting, fun, young people-led Digital Project at Carmarthen Youth Project.**  **The role will provide young people aged 8-25 years old with opportunities to learn skills in Digital using technology, software and hardware.**  **The role will be to engage and support them to develop skills through activities helping them to overcome the barriers that prevent them from reaching their full potential through youth work principles and practices.**  **To actively encourage and promote young people’s engagement in community work, volunteering and skill-sharing with community members and as part of Dr M’z projects.**  **To support the Information Technology at the youth centre and support the staff team to utilise the system and collect data through a Views Data Management System, to add and manage members on the system and provide information to the Manager for reports to stakeholders.**  **Important:**  At present, the Youth Project is open to young people (and for clean down) Wednesday to Friday 3.30-8.00 and Saturdays 10-6pm. As such the role involves working inclusive of these hours on a rota basis and one in three Saturdays 12.30-6.  **PRINCIPAL RESPONSIBILITIES**   1. To develop, deliver/facilitate and evaluate digital activities, workshops and projects to build young people’s skills in an increasingly digital world in consultation with them. 2. To manage the Digilab computer suite and website (can provide training). 3. To input data to the Management System (online membership forms etc.) 4. To develop and deliver training to young people and work with Digital Communities Wales to develop a bank of Digital Heroes and Digital Champions. 5. To support the website (with training) and Social media pages and support staff and young people to have input and utilise both. 6. To oversee training and accreditation procedures in conjunction with Carmarthen Youth Project’s Manager and other staff. 7. To complete monitoring and evaluation procedures in line with the requirements of the Trustees and funders of the Project in conjunction with the Youth Project Co-ordinator. 8. To generate further funding and income to support the Digilab and related projects in collaboration with the General Manager.      1. To publicise the activities and services of the Project in order to reach as wide a client base as possible, targeting harder to reach young people in the County by organising school visits, networking days etc. in liaison with the Project Manager. 2. To monitor and evaluate your work, keep statistics and evidence of the impact of the service to submit to the Project Manager at the end of the year, as well as providing any reports as required for external funders.   **PERSON SPECIFICATION**  **QUALIFICATIONS AND EXPERIENCE**  Essential:   1. A Youth Work Qualification or equivalent qualification or experience. 2. Qualification in IT or equivalent experience and knowledge of IT/Digital Technology 3. Experience of developing and delivering activities and training. 4. Knowledge of the current issues affecting young people. 5. A demonstrable commitment to Equal Opportunities and an understanding of anti-discriminatory practice. 6. Experience of working in a team and a demonstrable ability to be self-motivated and to work under own initiative. 7. An understanding of the basics of Safeguarding and General Data Protection Procedures.   Desirable:   1. Registration with Education Workforce Council. 2. Ability to speak Welsh at any level. 3. Evidence of an interest in the voluntary sector and in making a contribution to the life of the local community. 4. Knowledge of the working of statutory and voluntary agencies and partnership working. 5. Knowledge of current legislation and strategy referring to children and young people e.g. The Children's Act, Youth Work Strategy for Wales, National Occupational Standards in Youth Work and other relevant strategies.   **ATTITUDE AND QUALITIES**   1. Professional and non-judgemental. 2. Good listening skills. 3. Be a Reflective Practitioner 4. Good organisational skills and a demonstrable ability to plan and prioritise own workload. 5. Good communication and I.T. skills and the ability to produce written reports, minutes and articles. 6. The ability to deal calmly and sympathetically with a wide range of situations. 7. A sensitive attitude to the support needs of young people, staff and volunteers when dealing with personal crises, disturbances etc.   *The Project recognises that some people may not have the relevant qualifications for this post but may have such life experience that they can be considered as appropriate for work with young people. A flexible attitude may therefore be taken when assessing an individual’s suitability for a post and when shortlisting. Any such flexibility will be transparent and methodology for recruiting will be made available to all applicants on request.* | | |