

**Carmarthen Youth Project**

**Financial Literacy Project**

**JOB DESCRIPTION**

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| **JOB TITLE:** | **Financial Literacy, Enterprise and Training Project - 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 develop an exciting, fun, young people-led Financial Literacy and Enterprise Project  at Carmarthen Youth Project.  The role will provide young people aged 7-25 years old with opportunities to learn skills and develop better habits around financial literacy, saving, spending and budgeting as well as exploring ways in which they can improve their lives through developing enterprise projects.  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 the community and as part of Dr M’z projects.  **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 consult with young people to establish what their needs are relating to Finance/money and enterprise skills and training. 2. To develop, deliver/facilitate and evaluate financial skills activities, workshops and projects to build young people’s skills in managing their finances. 3. To develop enterprise and micro business projects with young people to improve their opportunities in life. 4. To develop and deliver training to young people through Agored/ASDAN or other courses where appropriate. 5. 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 Manager. 6. To generate further funding and income to support the Project 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 community visits, events and 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 for this role or willingness to complete a Level 2/3 in Youth Work. 2. Experience of developing and delivering activities and training. 3. Knowledge of the current issues affecting young people. 4. A demonstrable commitment to Equal Opportunities and an understanding of anti-discriminatory practice. 5. Experience of working in a team and a demonstrable ability to be self-motivated and to work under own initiative. 6. An understanding of the basics of Safeguarding and General Data Protection Procedures.   Desirable:   1. Registration with Education Workforce Council. 2. Experience in finance or business related field. 3. Ability to speak Welsh at any level. 4. Evidence of an interest in the voluntary sector and in making a contribution to the life of the local community. 5. Knowledge of the working of statutory and voluntary agencies and partnership working. 6. 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. Non-judgemental. 2. Ability to work professionally as part of a team 3. Good listening skills. 4. Be a Reflective Practitioner 5. Good organisational skills and a demonstrable ability to plan and prioritise own workload. 6. Good communication and I.T. skills and the ability to produce written reports, minutes and articles. 7. The ability to deal calmly and sympathetically with a wide range of situations. 8. A sensitive attitude to the support needs of young people, staff and volunteers when dealing with personal crises, disturbances etc. 9. An understanding of the importance of confidentiality   *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.* | | |