



**Kickstarter Job Title:** Youth Work assistant

**Hours of Work:** Part-time (25 hours per week)

**Duration:** 6 months fixed term – the work placement will end after 6 months.

**Salary:** £11 p/hour – we are offering above the London Living wage in recognition that this role involves some time spent working away from London on our residential projects.

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*About the Government's Kickstart scheme: The Kickstart scheme offers you the opportunity and support to develop new work-placed skills in an organisation committed to your professional success. The scheme is for people aged 18-24 inclusive who are currently accessing Universal Credit or other out of work benefits. It is not possible to apply to Kickstart vacancies if you are already in employment, and not possible to apply to this vacancy if you are not aged 18-24.*

*A Lambeth Kickstarter is expected to engage with the additional opportunities developed specifically by the Lambeth Kickstart scheme and you will use the support on offer to maximise the benefits to your professional development. You will have the opportunity to participate in a supportive environment to develop the behaviours, knowledge and professional skills required of the role and the team. You will commit to your professional development plan, set out at the beginning of your placement.*

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### **Job Vacancy: Youth Work Assistant**

Come work at an award winning children's charity in Lambeth! This is a great opportunity for someone looking to get into youth work in future. Or anyone who enjoys working with children and helping make their lives better.

You'll help us organise our amazing residential projects for vulnerable children. Expect around half your time to be spent in the office pitching in to make the projects happen – lots of phone calls, printing & posting letters, ordering equipment, sorting our paperwork. The other half your time will be spent on the residential projects themselves – working directly with the kids; helping with essential tasks like cooking/cleaning; and helping run outdoor activities.

Free to Be Kids ([www.freetobekids.org.uk](http://www.freetobekids.org.uk)) is an award winning charity in south London. We support some of London's most disadvantaged children to experience feeling brave, proud, adventurous and successful. And to experience achieving more than they thought they could. We do this largely through running residential projects outside of London. Young people who have never left their areas before come to us and see the sea for the first time, ride a horse, canoe across a lake, and have a whole host of adventures that build teamwork, confidence and self-esteem. Where possible, we then offer longer term support via mentoring or our year round 'Journey Programme'.

We're looking for a motivated, hard working person to join our small, friendly staff team, and we'd love it to be you.

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### Duties:

- To take on tasks as directed to help create our residential camps. Office based, these will include: phone calls, printing and posting forms, entering information into spreadsheets, sending emails, ordering equipment.
  - To work on our residential camps supporting the young people who attend. Transport, accommodation, and full training provided. (Time off in lieu afterwards.)
  - To be enthusiastic, flexible, energetic and committed to making these camps happen – being hard working and flexible when priorities change or the unexpected happens!
  - To work collaboratively with other team members, contributing to discussions and group projects.
  - To meet all learning commitments of the Kickstart scheme as directed by your line manager.
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### Key Skills:

- **Good Communication Skills:** Building great relationships is key to all our work.
  - **Organisational Skills:** The ability to manage your own workload and to work to team and project deadlines.
  - **Teamwork and Cooperation:** The ability to work flexibly, support others, and contribute to the team.
  - **Adaptability and flexibility:** Work in fluid, fast-paced & exciting environments. These skills are particularly key on our residential camps.
  - **Enthusiasm and energy-** More than anything else we want someone who REALLY wants this role. Full of energy and passion. Who gets why residential camps like ours are so important for vulnerable kids and who can pitch in when the going gets tough, spurred on by their enthusiasm for what we're doing. It's also helpful if you can cope with 'roughing it' a bit whilst away on residential camps.
  - **Commitment-** This is a really important role, involving supporting young people who are vulnerable. We need someone who is reliable, committed to working hard, overcoming challenges, and making sure they're giving their all to make a difference to kids who need it.
  - Optional: **Skills at getting on with young people-** We'd love it if you had either some experience of working with young people already OR relevant life experience. Maybe you've lived through some of the situations our kids face; worked with a youth worker; spent a lot of time in your local youth club; been on a similar residential camp yourself (perhaps with Scouts/Guides or other organisation - and loved it!); or had other direct life experience that will help you get on with young people.
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### Careers & Employability Support Offer:

We're committed to supporting you to get everything you can out of this opportunity. We're very experienced at supporting people and will be offering:

- a friendly, supportive, flexible management team who want to help you do your best
- weekly one to one time with your manager
- separate one to one employment coaching focussing on: employability skills; interview skills; CV review; work organisation skills; communication skills; conflict management skills
- core training for the role covering key youth work topics including child protection/safeguarding; working with vulnerable young people; health & safety; food hygiene
- access to free training on related subjects across the charity sector: fundraising; working with volunteers; areas of special interest
- help applying for whatever comes next once this placement ends

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### Application Process:

Interviews will be held in person, coronavirus situation permitting, at our office (near Waterloo).

If we receive large numbers of applications, we may do a short screening stage video interview first.

The post will be subject to an enhanced DBS check, and two references.

Due to the nature of the role, all applicants must be aged at least 18.

*APPLY by contacting us at [hello@freetobekids.org.uk](mailto:hello@freetobekids.org.uk) with a short introductory email.* We'll then link you to the contact at the local Job Centre who will help you through the next steps.

**Application deadline:** Friday 14<sup>th</sup> May, 5pm, but we may close recruitment early if receive sufficient applications.

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