Youth Worker Job Description

Job title:	**Youth Worker**
Responsible to:	Services Manager
Working directly with:	Youth Club Team, Family Support and Outreach Worker
Hours of Work:	10-15 hours/week; 3pm – 8pm Tuesday and Wednesday
Location:	You will be primarily based at Donnington Doorstep, though there will be offsite/outreach youth work in the nearby areas and occasionally across Oxford.
Salary and benefits:	*We pay the Oxford Living Wage* Holiday entitlement is 6 weeks p.a. pro rata inclusive of bank holidays. A pension scheme is available. **Candidates must be eligible to work in the UK.**

Staff have an individual responsibility to safeguard & promote the welfare of all children; to be an advocate for children's right to personal and social development, play, to have a voice and be listened to & to be safe.

Closing date for applications – 31 December 2026

Outline of Post

You will work as part of the Donnington Doorstep team providing personal and social development opportunities, play activities and support for young people aged 8–18 years through our Youth Work program.

A minimum of two evenings a week will be required.

The main objective is:

Objective 1	To support the setup and smooth running of the youth club
Objective 2	To encourage volunteers to take an active role in the planning and delivering of youth activities
Objective 3	To encourage new young people to come to the club
Objective 4	To work with the local community to raise the profile of the club

Specific duties

- Set-up, deliver and promote high quality, free-play opportunities, inclusive for all children whatever their abilities.

- Provide programs of activity that support the personal and social development of children and young people responsive to identified needs.

- Welcome all children, young people, careers and other visitors and make sure that they receive appropriate information and advice about services at Donnington Doorstep.

- Consult with children, young people and careers on service provision and ensure that programs planned are responsive to expressed interest and needs.

- Provide one-to-one support to individual children, young people and their families and keep accurate and up to date records of all support.

- Be an advocate for the children's right to play, to have a voice and to be listened to and to be safe.

- Ensuring the safety and well-being of all users, staff and volunteers through risk assessments for all activities, checking equipment, undertaking first line child protection/ safeguarding measures and organising activities appropriate to the users at any given time.

- To be familiar with and apply Doorstep's Health and Safety, Fire and First Aid procedures at all times within your work and to attend training in these areas.

- Contributing to the accountability of the centre through assisting in the maintenance of agreed records including statistics, registers, risk assessment records, contracts, evaluations, accident books, financial transactions. Contribute to the regular reports and evaluations on associated projects and programs.

- Attend occasional network meetings and events as required.

- Be proactive in ensuring that Doorstep's Equal Opportunities policy is applied to all aspects of the work.

- To have a clear understating of and implement Doorstep's Safeguarding Children and Adults policy and processes and attend all associated training.

- To attend staff meetings and supervision as required, quarterly.

- To attend training and CPD associated with the post as required.

- To ensure that appropriate confidentiality is maintained, in line with Doorstep's confidentiality policy.

Doorstep is entitled to check with the Disclosure and Barring Service for the existence and content of any criminal record held in the applicant's name. The disclosure of a criminal record or other information will not debar you from appointment or registration unless we consider that the conviction renders you unsuitable.

We will interview people who can show in their covering letter that they meet the Essential Qualities in the Person Specification below. We will use the interview and assessment process to establish if candidates have the essential qualities. If we have more than one candidate who has all the essential qualities we shall also refer to the desirable qualities.

LIAISON WITH:

- Young People
- Youth Support Workers
- Volunteers
- Team members
- The Chairman and The Management Committee
- Members of the Board of Trustees

Youth Worker October 2026

PERSON SPECIFICATION YOUTH WORKER

REQUIREMENT	ESSENTIAL / DESIRABLE
1. Skills, Qualities & Knowledge	
○ A warm and friendly, approachable person with good interpersonal skills and the ability to communicate with and relate to children & young people	Essential
○ General understanding of the principles of youth work	Essential
○ A positive and enthusiastic approach to being with children and young people	Essential
	Essential
○ An awareness of child development and children's rights	Essential
○ The ability to work with challenging behavior.	Essential
○ Ability to ensure Safeguarding and Confidentiality policies are implemented	Essential
	Essential
○ A non-judgmental and inclusive approach.	Essential
○ Strong team player	Essential
○ Commitment to the needs of children, young people and their careers.	Essential
○ Ability to be creative in an unstructured environment	Desirable
○ Adaptable, flexible and open to change	
○ Some understanding of issues relating to behavioral management.	
2. Qualifications & Experience	
○ Minimum of 2 years experience of play or youth work with children.	Desirable
○ Experience of working with people from a wide range of back grounds.	Desirable
○ An appropriate youth work qualification	Desirable
Please note the specific nature of the post requires the following abilities as a minimum: ○ Youth workers must be able to communicate verbally in English ○ Youth workers must be able to set up and pack away activities and to supervise children and young people.	