EMERSONS GREEN
TOWN COUNCIL

JOB DESCRIPTION

Youth & Community Assistant

Two part-time, fixed-term opportunities supporting Emersons Green weekly youth club

Employer	Emersons Green Town Council	**Posts available**	2
Contract	Permanent	**Hours**	12 hours per week to start with potential to increase
Required hours	Mondays 14:30 20:30 Thursdays 14:30–20:30	**Pay**	NJC SCP 7-12 (currently £27,274 to £29,542 p/a inclusive pro-rata).
Primary location	Emersons Green	**Responsible to**	Youth Liaison Officer

Role purpose

To help create a safe, welcoming and engaging weekly open access sessions for young people aged 8–19. The postholder will build positive relationships with young people, plan and deliver a varied programme of activities, encourage young people to shape the club, and coordinate volunteers during each session.

The two Youth & Community Assistants will work collaboratively. The Youth Liaison Officer will line manage the postholders and act as the operational manager for the sessions, organising staffing, resources and visits.

Main responsibilities

- **Youth work and relationships:** Build positive, professional and appropriate relationships with young people; listen to their views; and respond to their interests, needs and experiences.
- **Session programme:** Work with the other Youth & Community Assistant and young people to develop, prepare, deliver and review a varied programme of age-appropriate activities for the weekly sessions.
- **Participation:** Encourage young people to contribute ideas, make choices, take appropriate responsibility and help shape the ongoing development of the club, and creating/developing a youth voice for each age group.
- **Inclusive practice:** Create a welcoming environment in which young people are treated fairly, differences are respected and barriers to participation are considered.
- **Volunteer coordination:** Brief, deploy and coordinate the volunteer team during sessions, providing clear direction and raising any performance or conduct concerns with the Youth Liaison Officer.

- **Positive behaviour:** Set clear boundaries, model respectful behaviour and respond calmly and consistently to challenging behaviour in line with Town Council procedures.
- **Safeguarding:** Remain alert to safeguarding and welfare concerns, follow the Town Council's safeguarding procedures and report concerns promptly to the appropriate safeguarding lead.
- **Safety and wellbeing:** Help maintain a safe environment, follow risk assessments and emergency procedures, undertake appropriate checks, and report accidents, incidents, hazards or concerns.
- **Records and evaluation:** Complete proportionate session records, attendance information, incident or safeguarding records, and brief evaluations of activities as required.
- **Communication:** Maintain clear communication with other Youth & Community Assistants, volunteers and Youth Liaison Officer, including taking part in short pre-session briefings and post-session debriefs.
- **Professional development:** Participate in supervision, relevant meetings and agreed training, and be willing to work towards a youth work qualification supported by the Town Council.
- **Other duties:** Undertake other reasonable duties consistent with the purpose and level of the role.

Working relationships and scope

The postholder will:

- work alongside the second Youth & Community Assistant and a team of volunteers;
- manage and direct volunteers during the weekly session, while referring wider staffing, conduct or performance matters to the Youth Liaison Officer;
- liaise with the Youth Liaison Officer regarding programme needs, resources, visitors and operational arrangements; and
- have no responsibility for managing the youth club budget or leading staff or volunteer training.

Safeguarding and conduct

This role involves regular work with children and is subject to safer recruitment checks, including an Enhanced Disclosure and Barring Service (DBS) check and satisfactory references. The postholder must follow the Town Council's safeguarding, health and safety, equality, data protection and other relevant policies and procedures.

Working conditions

- Regular face-to-face work with young people aged 8-19, including young people who may display challenging behaviour.
- Work takes place on Thursday evenings, with potential for other days, primarily in Emersons Green.
- The programme may include active, creative, social and occasional outdoor activities, subject to appropriate planning and risk assessment.
- Support development and delivery of other community activities for all ages.
- The role may require the postholder to drive.

Person specification

Candidates should use their application to show how they meet the essential criteria. Qualifications and training may be verified through documentation.

Area	Criterion	Status	Assessed by
Experience	Experience of working directly with young people.	Essential	Application / interview
Experience	Experience supporting group activities, clubs, education, care, sport, arts or community provision for young people.	Desirable	Application / interview
Knowledge	Awareness of safeguarding responsibilities and the importance of professional boundaries when working with young people.	Essential	Application / interview
Knowledge	An understanding of issues that may affect young people aged 8-19.	Essential	Application / interview
Skills	Ability to plan, prepare and deliver engaging, age-appropriate activities with others.	Essential	Application / interview
Skills	Ability to build and sustain positive, appropriate relationships with young people.	Essential	Application / interview
Skills	Ability to communicate clearly and coordinate volunteers during sessions.	Essential	Application / interview
Skills	Ability to establish boundaries and respond calmly and consistently to challenging behaviour.	Essential	Application / interview
Skills	Ability to work collaboratively, use initiative and seek support appropriately.	Essential	Application / interview
Skills	Knowledge of play work, i.e. education through play experiences and activities	Essential	Application / Interview
Skills	Ability to complete clear, accurate and proportionate session records.	Essential	Application / interview
Qualifications	Level 1 or Level 2 qualification in youth work, or another relevant qualification. Driving Licence.	Desirable	Application / documentation

First aid	A current first aid qualification, or willingness to undertake appropriate first aid training.	Essential	Application / documentation
Development	Willingness to undertake relevant training and work towards a youth work qualification. The Town Council can support training up to Level 2.	Essential	Application / interview
Personal	Reliable, approachable, inclusive, enthusiastic and committed to improving opportunities for young people.	Essential	Application / interview

Equality and inclusion

Emersons Green Town Council is committed to equality of opportunity and welcomes applications from people with a wide range of backgrounds and experiences. Reasonable adjustments will be considered throughout the recruitment process and employment.

How to apply

To apply for one of the Youth & Community Officer positions, please email the following documents to joanne@emersonsgreen-tc.gov.uk:

- A current CV of no more than two sides of A4; and
- A covering letter of no more than one side of A4, explaining your interest in the role and how your experience and skills meet the requirements.

Applications will close on 31st December 2026 at 12:00pm.

Interviews will take place week commencing 11th January 2027.

If you have any questions or would like to discuss the role further, please contact Joanne Bryant, Town Clerk, at joanne@emersonsgreen-tc.gov.uk or on 0117 302 6989.