



**Youth Action Alliance
Staying Connected Support Worker
Job Description**

Contract Type: Part-time

Location: The Hut, 202 Wornington Road and various locations

Salary: £23,961.60 pa

Hours: 28.8 hours pw - To be worked between the hours of 9 am to 9pm with a maximum of 7.2 hours per day (you may be required to work outside of these hours for occasional organised events during evenings and weekends)

Contract length: until 31 January 2026 with scope to extend (6-months probation)

Reports to: Staying Connected Lead

What is the overall purpose of the role?

At Youth Action Alliance, our mission is to support the personal and social development (their values, beliefs, ideas and skills) of the young people living in Kensington and Chelsea and neighbouring boroughs, enabling them to increase their resilience and skills in the present, and promote their ambitions for the future.

We are ambitious to grow, to continue supporting more young people and influence positive change. To do this we are looking to appoint a Support Worker to deliver an innovative and progressive youth programme, in a safe, industrious and supportive environment working primarily with young people from diverse communities.

The Staying Connected project provides weekly one-to-one and group support for young people aged 11 - 19 years, facing multiple challenges. Creating a personal action plan comprised of positive activities that promote and enhance personal development and skills, building on young people's strengths. This engagement is via face-to-face, online platforms, mobile phones and structured group work to maintain contact with them, talking about how they are feeling and to provide advice, mentoring and signposting to additional support services.



Key Responsibilities

Programme management

- Support with the planning and deliver an innovative, cohesive and progressive programme of delivery for Staying Connected (focusing on personal and social development skills).
- Recruit, Engage and support young people 11-19 years to participate in the Staying Connected programme
- Increase our local partnership work, adding value and additional expertise to the London youth support infrastructure
- Adhere to the Staying Connected provision Risk Assessment as/when required and carry out regular health and safety checks.
- Support with the promotional activity of the project and events to raise of our profile i.e via social media, website, offline marketing etc
- Support young people into positive outcomes including Education, Employment and/or Training.
- Deliver vital one-to-one or group support sessions via text message, email, telephone calls, virtually and face to face to provide advice, information, guidance, mentoring and signposting to internal and external services i.e; mental health and wellbeing services or a YAA event
- Create individual Action plans with young people to capture their key aims and objectives at different stages of engagement in the project
- Support to organise and provide trips and positive activities in line with provision delivery plan and/or requirements
- Day-to-day operational and administrative management support of the Staying Connected provision
- Support the management of the project budget sheet, recording expenditure and forecasting financial information for reporting purposes
- Maintain an asset register for any equipment/assets associated with the Staying Connected provision and ensure their safekeeping.
- Support the management of referrals to and from the Staying Connected provision including partner agencies such as Social Services, the Police, the Youth Offending Team YOT, the Alternative Provision and Schools



Reporting / grant management

- Support with the planning, organising and budgeting across the programme.
- Support the input, accuracy and evaluation of data entered on our recording system (Views), including project data and membership consent forms in a timely manner.
- Input young people's data including case notes (one-to-ones), session notes, registers, case studies, and other essential data on to the online database system.
- Collate project performance monitoring statistics to demonstrate key impact data and young people's engagement as required for reporting purposes and funding bids
- Prepare reports to demonstrate key data as required for reporting purposes, funding bids and senior management
- Work with the Staying Connected Lead to develop and sustain the programme by securing external funding.

Evaluation

- Capture feedback and evaluation of young people's journeys and progress to demonstrate impact and secure future funding via forms, individual feedback, consultation sessions, photo/video and other forms of communications
- Ensuring youth voice and feedback is relayed in the design and service offer and is reflective of the needs of the community

This job description cannot cover every task that may arise within the post at various times and the post-holder will be expected to carry out other duties from time to time which is broadly consistent with those in this document. This job description does not form part of the contract of employment.

Person Specification

Knowledge & Experience

The Staying Connected Support Worker will bring:

- Certification and professionalism - Youth Work Qualified
- Experience in the charity sector, the voluntary sector, or community sector would be desirable.
- Experience working with children, young people and vulnerable adults



- Competent in the use of MS Word, Excel, and the ability to use databases for recording and reporting.
- Excellent time-keeper and manages own time effectively to keep to deadlines
- Good Literacy – you will have good communication skills, including writing skills.
- Have good interpersonal skills and some experience of engaging with a diverse group of people, including young people and vulnerable adults.
- Qualification of Health, wellbeing, and/or advocacy

How to Apply

Candidates should apply for this role through our website www.youthactionalliance.org/jobs or contact info@youthactionalliance.org.uk