



Community Development Worker (Young People's Programmes)

A note from our CEO

For over 40 years, The ClementJames Centre has been offering local people the skills, knowledge, opportunities and support they need to achieve their potential. We have come a long way in that time – from a straightforward homework club to a well-established community support charity, transforming the lives of 2500 people each year.

Our dedicated staff team is essential to the success of everything we do. Together, we work towards creating a fairer society where everyone gets the opportunity to achieve their ambitions. We do this by providing high quality services driven by individual needs. Working at ClementJames will put you at the forefront of making positive social change, helping local children and adults to grow and succeed.

Our programmes and services have expanded substantially over the past five years and we have exciting plans for further development. At this important time, we are looking for a high calibre candidate to join our Young People's Programmes team. You will play a vital role in delivering education, mentoring and information programmes and sessions to young people and their families, with the aim of improving attainment, confidence and attitudes to learning. You will have a passion for understanding and learning about the challenges that our clients face and help ClementJames maintain meaningful relationships with our stakeholders. You will report to the Head of Young People's Programmes.

ClementJames recently introduced a 9 day fortnight policy through which staff members will work 9 days over a fortnight and have a Friday off. We have introduced this as a way of prioritising staff wellbeing, and ensuring individuals have a strong work-life balance. This policy will apply to you.

If you believe that everyone should have the opportunity to realise their ambitions and live fulfilled lives and you would like to join a dynamic, innovative organisation, then The ClementJames Centre could be the perfect career choice for you.

Dami Solebo



Job Purpose

The post holder will be involved in the delivery of The ClementJames Centre's Young People's provision. This consists of one-to-one and group sessions with young people, usually aged 7 up to 16. We aim to support young people to develop academically, as well as with soft skills like confidence and resilience. We also work with families to help support positive outcomes for service users at risk of school exclusion or disengagement from education. This is through one-to-one work, and also in school workshops.

You will also have an opportunity to take part in leading on, or supporting with, our client wellbeing activities. These activities support clients to increase their confidence and develop an understanding of actions which promote levels of wellbeing, e.g. reducing stress or anxiety. The programme includes creative arts, gardening, and group sessions challenging isolation.



Person Specification

- You will have experience working with vulnerable or hard-to-reach young people as your work will involve delivering group and one-to-one sessions with adults and young people.
- You will have an understanding of the issues and challenges facing local young people, in particular those from marginalised groups including those young people who may be at risk of exclusion.
- You will be solution-focused and committed to delivering high-quality provision, and be able to understand and assess information quickly.
- An ability to demonstrate strong communication skills with the ability to set expectations, deliver clear messages and maintain boundaries.
- Experience of building relationships with internal and external stakeholders.
- An ability to provide appropriate intervention to young people who are presenting with a safeguarding concern.
- An ability to think and work on own initiative through prioritising, planning, and organising tasks and activities to meet deadlines.
- An ability to exhibit active listening.



Who are we looking for?

We are looking for people who can demonstrate our values: **Enable**, **Quality**, **Understanding**, **Improvement**, and **Partnership**.

Enable: we believe in helping people find the resources and achieve the independence they need for long-term solutions. Are you someone who strives to achieve the right outcome for each individual? You will be committed to building an inclusive culture in which everyone is valued for the unique people they are.

Quality: we are committed to providing the best environment for our staff to flourish so we can provide the best possible services to the community. Are you someone who is self-motivated, with a sense of ownership over tasks and duties? You will take pride in being efficient in all aspects of your work. You will also have the ability to plan and prioritise tasks and meet deadlines in a fast-paced working environment.

Understanding: we value the experience of every person in our community; our work is based on our understanding of the community's priorities. Are you someone who is kind and supportive of others? We need team members who deliver a professional service while maintaining compassion for clients and colleagues alike.

Improvement: we analyse what works and we learn from mistakes. You will have a growth mindset, embracing challenges and reflecting on how to develop and improve. You also have a positive attitude and the ability to work flexibly.

Partnership: we work collaboratively with individuals and organisations to achieve shared goals. Are you someone who enjoys working as part of a team? You will be supportive of your team members and beyond as we work together to equip the community for success.

Main duties and responsibilities

Key Relationships - Internal

Collaborate with all delivery services within the charity to help provide a holistic package of support to clients.

Key Relationships - External

We work and have relationships with a wide range of external organisations, including schools and other local voluntary organisations. It will be important that you can help maintain and build new relationships with key partners, as relationships with these partnerships are key for driving the aims of our programme.

Programme Delivery

- To join our Young People's team to deliver the following interventions:
 - Weekly numeracy support for young people both one-to-one and in groups. This will involve the planning of dynamic and differentiated resources, delivery of the sessions and interacting with a variety of young people and managing their individual needs and behaviours;
 - Delivering group sessions during term time and in the school holidays;
 - Facilitating group mentoring sessions in schools, supporting girls at risk of exclusion to build confidence, resilience, and positive relationships;
 - Working with families of students who are at risk of exclusion in 121 advocacy work, or leading on group information sessions.
- To work with senior staff to run outreach sessions with other organisations and promote what we do;
- To assist with the organisation and delivery of group workshops for our programmes;
- To work in partnership with schools, colleges, and other community groups offering project-based work both on and off-site when required;
- To work with the ClementJames team to recruit young people to the programmes;
- To support the Senior Leadership Team in strengthening links with other agencies (for example, the borough and other voluntary sector bodies), attending meetings and making partnerships;
- To help recruit, train and oversee our one-to-one volunteer pairs.

Monitoring and Evaluation

- To ensure that Key Performance Indicators (KPIs) are achieved;

Key Skills & Experience

- To regularly update and track clients' information and progress on the charity's database;
- To keep abreast of and ensure compliance with all necessary regulations and legal requirements, including health and safety, equal opportunities, safeguarding and working with vulnerable groups;
- To remain up-to-date with developments in relevant sectors to ensure the charity continues to offer the highest quality support to our service users;
- To undertake any task that may be requested from time to time that is consistent with the nature and scope of this post.

General

- To provide cover of delivery in other areas of the charity when needed;
- To conduct risk assessments as and when required.

Any other job-related duties as assigned

Although core duties of the post are set out above, a flexible approach to work is essential. The post holder may be required to adapt the above duties to take account of changes in work practices and to ensure compliance with all necessary regulations and legal requirements; and to undertake any task that may be requested from time to time that may be consistent with the nature and scope of this post.



Safer Recruitment

As an organisation, we are committed to creating and fostering a culture that promotes safeguarding and the welfare of children and adults at risk.

Our safer recruitment practices support this by ensuring that there is a consistent and thorough process of obtaining, collating, analysing and evaluation information from and about candidates to make sure that all persons appointed are suitable to work with our children and adults.

The recruitment and selection of our people will be conducted in a professional, timely and responsive manner and in compliance with current employment legislation, and relevant safeguarding legislation and statutory guidance.

Our principles:

- We will always seek to recruit the best candidate for the role based on merit, including their skills, experience, motivation and competencies. Our robust recruitment and selection process should ensure the identification of the person best suited to the role and the organisation.
- We are committed to diversity and equality of opportunity and will interview all applicants (internal and external) who self-declare at application as having a disability, and who meet the minimum requirements in the person specification of the vacancy they are applying for.
- We will make reasonable adjustments at all stages of the recruitment process in order to enable successful candidates who declare disabilities to start working or volunteering with us.
- Any current member of staff, volunteer or client who wishes to apply for vacancies and is suitably qualified will be considered and addressed fairly and objectively based on their merit.
- As an organisation committed to safeguarding, we will ensure all under 18s joining the organisation have ongoing risk assessments to make sure their role and activities are safe and appropriate.
- All documentation relating to candidates will be treated confidentially in accordance with GDPR legislation.

To find out more, please contact:

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