

Edinburgh and Lothian Racial Equality Council

Post: On Call Youth Zone Support Worker West Lothian

£9.00 per hour

Hours of Work

Flexible hours (evening to be confirmed)

Responsible to:

The post holder is responsible to the Youth Development Officer, who is in turn responsible to the ELREC Director.

Criminal Convictions:

Appointment will be subject to satisfactory background checks

Duties:

1. Develop and operate a youth zone in West Lothian for black and minority ethnic (BME) young people aged 14 to 21
2. Promote and maintain the facilities and functions of the youth zone
3. Facilitate access to youth zone at fixed timetable
4. Plan and deliver a programme of activities to the choice of BME young people
5. Make available information about statutory and voluntary sector initiatives and services to members of the BME young people and provide suitable assistance in accessing those services
6. Produce regular reports of work activities and assist in the production of ELREC evaluations and reports as directed

Person Specification

Skills, Experience, Abilities and Qualities:

1. Commitment to Equal Opportunities and have an understanding of the processes of inequalities, discrimination and harassment and how these can affect BME young people
2. Experience of and ability to work BME young people across a variety of ethnic groups and communities of interest
3. Ability to build supportive and trusting relationships with BME young people
4. Ability to manage a programme of work including planning, monitoring and evaluation with minimum supervision
5. Ability to work on own initiative and as a member of a team
6. Have good interpersonal skills, including good writing, presentation and listening skills with the ability to be an effective negotiator
7. Evidence of computer literacy including word processing, spreadsheets and other applications, in order to produce good quality, well presented material for correspondence, reports and other documents