

# ***The GetWise Project***

***Pride in Achievement, Healthy Living & Community Cohesion***



## **Job Description**

**Job Title:** GetWise Crew Member for Summer Holiday 2009 Activities Club - Volunteer

### **Job Purpose**

To assist in delivering high quality youth work in partnership with paid staff and young people within the framework of the GetWise Project ethos. Operating as part of close knit team of champions, led by a team leader to run day to day GetWise activities for up to 8 young people per group.

### **Base of Operation**

Sea Cadet Unit, Boythorpe Road, Chesterfield

### **Location**

This work to be undertaken with young people in a variety of environments as agreed with the line manager and with due concern for all Health and Safety implications.

### **Responsible To:**

Team Leaders and GetWise manager

### **Roles and Responsibilities:**

- To deliver and maintain, through direct face to face work with young people, a youth work programme which reflects the expressed needs and enthusiasms of the group.
- To facilitate the personal, social and educational development of all young people within the group.
- To work within the framework of OFSTED regulations for voluntary registered organisations.
- To work within and promote GetWise policies and procedures framework at all times e.g. Equal Opportunities, Child Protection, Health and Safety etc.
- To liaise with paid workers and other volunteers as appropriate.
- To maintain effective team working.
- To attend team meetings and produce written materials as appropriate, i.e. monitoring and evaluation forms.
- To actively participate in relevant staff training and development opportunities; including induction and the initial training programme.
- To maintain confidentiality at all times.
- To undertake other duties as required and agreed between the post holder and the GetWise management.

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## **Additional Factors:**

Subject to the duration of the need, the special conditions given below apply:

- The nature of the work may involve the postholder carrying out work outside of normal working hours.
- The postholder will be required to attend, from time to time, training courses, conferences, seminars or other meetings as required by his/her own training needs and the needs of the service.
- This post is subject to a check being carried out at an enhanced level by the Criminal Records Bureau regarding any previous criminal record.

This job description sets out the duties and responsibilities of the post at the time when it was drawn up. Such roles and responsibilities may vary from time to time without changing the general character of the duties or the level of responsibility entailed.