



STEPNEY BANK STABLES JOB DESCRIPTION

Youth Officer

Accountable to:

Head of Youth Services

Directly responsible for:

- Young People at Stepney Bank Stables

Key relationships:

- Head of Youth Services
- Other staff and volunteers
- Young people
- Riders and other customers
- Liaison with external agencies and suppliers

Job purpose/Main responsibilities:

To be part of youth services and project team responsible for the development and delivery of a range of services and activities for young people aged 8-18 years, which will equip them with the awareness, skills, confidence, and knowledge to make informed lifestyle choices.

To assist with all youth services development and delivery including Alternative Provision, Junior Equestrian and Activities Club (JEAC), Senior Equestrian and Activities Club (SEAC), group work, training, presentations, and promotional activities and events.

To build and maintain young people's participation and involvement in the planning, decision making and quality assurance of services.

The post holder will be expected to contribute to the vision and development of the youth services programme, act as a role model to others, and work collaboratively with individuals and teams internal to the organisation, and with external partners.

KEY RESPONSIBILITIES/ACCOUNTABILITIES

Youth

- Contributes to the overall development of the Stepney Bank Stables (SBS) youth services programme.
- Works within - and is compliant with - the policies and procedures of SBS, particularly in relation to youth services, safeguarding, confidentiality, risk assessment, and health & safety.
- Helps to develop and implement youth projects and activities that support learning, provide structure, and improve service delivery, ensuring a high-quality experience is enjoyed by those young people who come to SBS.
- Works with the Head of Youth Services to develop special events involving the youth and equestrian team, including collaborative work with others to deliver events, competitions, and other BHS activities.



- Works with the Head of Youth Services to develop the provision of equine-assisted therapies for young people who come to SBS.
- Identifies individual goal-based action plans for all young people within one-to-one and structured group targeted interventions and collates information on progress gained.
- Ensures the meaningful participation of young people, making sure their views are listened to, taken seriously, and acted upon, where relevant.
- Ensures young people's rights are valued and respected and makes sure young people inform and influence decision making that brings about change and improvement.
- Works effectively with the Head of Youth Services and other team members to ensure appropriate monitoring and evaluation of services and projects are in line with agreed timescales, outputs, and outcomes.
- When required, attends, and contributes to multi agency planning for individual young people within targeted youth support.
- Identifies issues and concerns facing young people and their families and responds appropriately.
- Helps identify patterns and trends within communities of young people.

Development and Resources

- Demonstrates a collaborative and open team culture.
- Communicates information effectively to all team members, when relevant.
- Ensures the safety and welfare of young people and builds up a trusting relationship, providing emotional support to young people who may have complex needs and present challenging behaviours.
- Supports young people to develop healthy lifestyles, positive relationships, self-esteem, and confidence.
- Undertakes relevant training and development and remains up to date on industry and service developments.
- Is committed to their own personal development and develops skills to enhance performance through participation in regular supervision, appraisal, team meetings, and training and development.
- With the support of the Head of Youth Services, disciplines young people, when appropriate, and ensures that relevant team members remain fully informed.

Equestrian

- Is able to work alongside the equestrian team in order to deliver youth services within the stable yard setting.

General

- Is prepared to work a minimum of 2 evenings a week and regular weekend shifts.
- Provides cover for absent colleagues, when necessary.
- Performs all required administrative duties in connection with the role.

Additional Duties

The work of Stepney Bank Stables involves a variety of tasks and responsibilities and in many circumstances these can be sometimes unpredictable and varied. All staff are therefore expected to undertake work which may not be specifically covered in their job description but any additional duties* will normally be compatible with regular tasks and responsibilities.

**Note: If any other duties become a regular requirement of the post, the Job Description will be reviewed.*

PERSONAL SPECIFICATION

Competency	Role Specification	Evidence/demonstration of meeting specification	Essential/Desirable
1. Qualifications and Education	<p>Fully trained Youth Workers must hold a minimum NVQ Level 3 qualification in Youth Work, or equivalent subject, and have experience leading youth activities.</p> <p>OR</p> <p>Youth Workers who can demonstrate literacy and numeracy equivalent to standard grade Level 3/A Level and who have considerable youth work experience (or are prepared to train at the earliest opportunity).</p> <p>AND</p> <p>Experience and knowledge of working with horses</p> <p>Full driving licence</p>	All - Application, Certificates	<p>Desirable</p> <p>Essential</p> <p>Essential</p> <p>Essential</p>
2. Knowledge and Experience	<p>Experience of working with vulnerable and hard to reach young people</p> <p>Experience of working directly with young people to achieve positive outcomes</p> <p>Experience of supporting young people in a structured group setting</p> <p>Experience of planning, delivering and evaluating activities with young people</p> <p>Knowledge of issues and barriers that young people and their families face within the Newcastle and surrounding areas</p>	All - Application, Interview	<p>Essential</p> <p>Essential</p> <p>Essential</p> <p>Essential</p> <p>Essential</p>

	<p>Experience of managing volunteers to support lessons</p> <p>Experience of working with neurodiverse people</p> <p>Experience of organising and delivering equine-related activities</p> <p>Knowledge of the standards required to ensure maintenance of the yard, equipment and tack</p>		<p>Desirable</p> <p>Desirable</p> <p>Desirable</p> <p>Desirable</p>
3. IT Skills	Good skills and knowledge of Microsoft Office programmes	Application, Interview	Essential
4. Liaison, Networking and Influencing	<p>Demonstrable track record in building and maintaining relationships and influencing others</p> <p>Ability to work with partner organisations from the public, private and voluntary sectors</p>	All - Application, Interview	<p>Essential</p> <p>Essential</p>
5. Service Delivery and Customer Focus	Patience and tact to deal with a range of issues that may occur with individuals	All - Application, Interview	Essential
6. Decision Making, Initiative and Problem Solving	<p>Capacity to take the initiative and to find solutions</p> <p>Capacity to identify opportunities relevant to the Stable's aims and objectives</p>	All - Application, Interview	<p>Essential</p> <p>Essential</p>
7. Communication/ Interpersonal Skills	<p>Excellent written, spoken communication and customer relation skills.</p> <p>Excellent interpersonal skills</p>	All - Application, Interview	<p>Essential</p> <p>Essential</p>
8. Teamwork and Motivation	Ability to motivate and inspire young people, and contribute to a positive and supportive environment	Application, Interview	Essential

<p>9. Planning and Organisation</p>	<p>Ability to plan and prioritise own and others' work</p> <p>Ability to work flexibly to meet the needs of the service and young people</p>	<p>All - Application, Interview</p>	<p>Essential</p> <p>Essential</p>
<p>10. Values</p>	<p>Commitment to the Stable's aims and objectives</p> <p>Commitment to Equality, Diversity and Inclusivity</p>	<p>All - Application, Interview</p>	<p>Essential</p> <p>Essential</p>
<p>11. Safeguarding</p>	<p>Training in and experience of safeguarding procedures</p> <p>Demonstrate an understanding of professional boundaries and appropriate relationships with people and other professionals</p> <p>Enhanced Disclosure from the Disclosure and Barring Service</p>	<p>All - Application, Interview</p> <p>Enhanced DBS Certificate</p>	<p>Essential</p> <p>Essential</p> <p>Satisfactory screening</p>

Notes:

This job description and personal specification are not intended to be exhaustive in every respect of the role but rather to clearly define the fundamental purpose, responsibilities, and dimensions therein. In addition to the content above, employees are expected to undertake any and all other reasonable and related tasks allocated by their Line Manager or a member of the Senior Leadership Team.