



Hours: 22.5 hours per week

Location: Walsall, Birmingham, Black Country

Salary: £19,000 pro rata **Reports to:** Project

Manager

Youth Outreach Worker

Background

Open Lens Media is a Youth Training and Development Community Interest Company providing engagement and employability training programmes, projects and workshops that support young people in accessing further opportunities in education, employment, training and entrepreneurial ventures. We achieve this by using Media Production, Digital and Communication Skills as engagement tools to develop young people's confidence, social communication and wider transferable skills.

Open Lens Media specialises in working closely with children and young people aged 11-15 and 16-29 stemming from underrepresented communities and hard to reach backgrounds and our mission is to create and provide innovative and interactive learning tools, within safe and fun environments that engage young people and encourage them to develop their personal, professional and academic skills.

Job Description

We are seeking a forward-thinking, organised and engaging individual to join our team as a Youth Outreach Worker, working across all of our programmes to plan and deliver services and engage key partners.

You will play a key role in supporting young people to access our various programmes, both in-house and within school settings. You will be responsible for overseeing young people's personal support plans and mentoring. You will also play a key role in promoting interactions between Open Lens Media and our partners with the aim of developing new partnerships and opportunities.

Duties and Responsibilities



Main Purpose of Job:

- To provide outreach support to young people accessing Open Lens Media's programmes, in-house, in schools and online.
- To provide mentoring/coaching support services to young people.
- To grow and develop new & existing partnerships with Schools, Local Authorities and Community Partners.

Key Responsibilities

- 1) To plan and deliver targeted outreach services for young people in need of additional support including groups and specialised support services.
- 2) To liaise with schools and other agencies in relation to procuring new engagement programmes and youth activities.
- 3) To foster links and work in partnership with local authorities and other providers of children's and youth provision in the area such as local authority and other voluntary providers.
- 4) To provide signposting and advocacy for young people needing access to follow on services.
- 5) To provide regular monitoring and evaluation reports relating to all aspects of outreach work.
- 6) To work flexibly as part of a highly committed team of professionals who are focused on improving the lives of the young people we work with across the West Midlands.
- 7) To develop positive and enabling relationships with young people and key workers.
- 8) To keep accurate and up to date records (chronological reporting, visit and contact reports, outreach files) as required.
- 9) To attend training and meetings as requested.
- 10) To on occasion apply for small pots of funding to support project activities (training provided).
- 11) To carry out all responsibilities and activities within the Equal Opportunities framework.
- 12) To adhere to safeguarding and child protection policies and procedures.

PERSON SPECIFICATION
You are:

- Friendly, cheerful, passionate about working with young people, positive and self-driven. Able to work independently and as part of a team.
- Able to work collaboratively with colleagues and build strong professional relationships.
- Pragmatic and hardworking.
- Able to work flexible hours.
- Self-motivated and forward thinking – able to look ahead and consider the needs of the team and the business.

Factors	Essential / Desirable	Method of Identification
Qualifications:		
Degree level or equivalent	Essential	Application Form
Youth Worker or equivalent Qualification	Essential	Application Form
Proven Experience:		
Experience of leading sessions with young people 11 -19.	Essential	Application Form
Experience of working with Young People	Essential	Application Form
Working knowledge of education and youth issues	Essential	Application Form
Experience of Project Planning and Management	Desirable	Application Form
Knowledge, skills and abilities:		
Excellent Communication Skills	Essential	Interview
Car driver with license or ability to travel.	Essential	Application form and interview
Ability to raise self-esteem and be positive.	Essential	Interview
Other Attributes:		
Ability to work as part of a team	Essential	Interview

Confidential, tactful, approachable and diplomatic	Essential	Interview
Friendly and positive disposition	Essential	Interview
Willingness to travel and work across multiple locations	Essential	Interview
Ability to work on own initiative.	Essential	Interview

Application Process

To apply, please email us at info@openlensmedia.co.uk for an application form which will be sent out to you.

Closing Date

22nd April 2022 at 5pm

For more information visit our website at www.openlensmedia.co.uk