



## **JOB DESCRIPTION**

---

<b>Title of Post:</b>	Youth Worker – Khizra Mosque & Community Centre, Manchester.
<b>Responsible to:</b>	Management committee and an appointed person from the committee, lead youth mentor.
<b>Start Date:</b>	1 <sup>st</sup> April 2019
<b>Salary:</b>	Negotiable based on experience.
<b>Hours of work:</b>	1 year fixed term (extension subject to funding and progress of role). 20-24 hours per week Negotiable with a view to full time of 40 hours.
<b>Main Purpose of post:</b>	To be part of a team working towards developing and mentoring youth in the community and managing and overseeing activities for youth at Khizra Mosque. To help nurture our youth to become tomorrow's leaders.

---

## **MAIN DUTIES OF WORK**

- Overall Purpose of Post To lead and grow the Centre's youth programme, developing our growing community youth programme and enhance the local and city-wide outreach.
- Manage Khizra Mosque youth activities - Creating an environment for youth to grow spiritually - managing relevant evening activities for youth to attend - To encourage mentoring and youth development Sundays
- Preparing and sourcing materials for Khizra Mosque youth activities - Guiding and overseeing volunteers in youth work
- Writing and managing grants for youth work.
- Particularly developing youth activities and events in the community centre with an opportunity to build an entirely new youth experience at the centre building on current youth work
- Managing communication, and building relationships with parents
- Building relationships with the schools in our local community – Further developing extra-curricular activities for youth locally at the centre
- Working with those youth who are hard to reach

## **Ongoing Duties**

We would expect you to develop the role according to our expectations and as new opportunities arise, but the type of responsibilities you would carry include:

- To work with young people, staff, the wider community and local schools

- To lead and grow teams to deliver youth work at the centre and community as well as support individuals to grow in working with youth in the Mosque and community
- To envision, equip, support and resource youth work in the Mosque and local community
- To plan and arrange youth events for young people from across the local area
- Develop links with community partners and local schools to grow youth work in the community & to establish links with other youth workers in the area
- To build a programme of community youth work that is relevant, beneficial and accessible to all young people in the community.
- To represent the needs and views of the youth to the management and community leaders, or to enable where appropriate, the young people to do this for themselves
- To fulfil any other reasonable responsibilities deemed appropriate
- Draw up business plans and write reports suitable to send to funding bodies
- To work with the Project Manager in helping to recruit, train and supervise a team of volunteers.
- To support the Project Manager implementing appropriate policies including (but not confined to) Health and Safety and Safeguarding.
- To communicate effectively with the young people targeted by the programme, families and partner organisations.
- To support fund raising initiatives.
- To represent the centre at and as a member of external bodies.
- To work with the youth at the supplementary school

### **Additional Duties**

- To contribute fully to the Mosque appraisal process & to help with completion of an annual and monthly progress of activities report
- To participate in and promote Khizra Mosque activities
- To be a member of and accountable to Khizra Mosque Leadership Team
- Ensure that all health and safety instructions are followed and that care is taken to ensure safety for self and colleagues, reporting concerns immediately
- To ensure effective communication and liaison with the mosque, schools and community partners
- Meet regularly with appropriate colleagues and attend weekly staff meetings to ensure the effective and efficient delivery of provision in the Mosque and community
- Keep a record of all necessary paperwork in accordance with Khizra Mosque policies

- This job description provides a guide to the duties and responsibilities of the post and is not an exhaustive list.
- The job description may be amended over time but only in consultation with the post holder.

**Person Specification: Youth Worker**

	<b>Essential</b>	<b>Desirable</b>
<b>Skills, abilities and knowledge</b>		
Significant experience of working with young people and families	✓	
Understanding of issues faced by young people and families in areas of urban deprivation and ability to relate to those that face these issues	✓	
Demonstrable ability to encourage good practice in supporting, leading, developing and motivating volunteers and staff	✓	
Experience in a wide variety of fundraising initiatives and in applying for external funding and grant applications		✓
Knowledge of legislation including health and safety and safeguarding		✓
Commitment to partnership working with other faith, community groups and organisations	✓	
Ability to carry out effective and empathetic pastoral care & mentoring.	✓	
Experience in local community involvement, mentoring & Counseling.		✓
Experience and expertise in the use of IT applications	✓	
<b>Personal Qualities</b>		

Ability to communicate effectively with others using highly developed interpersonal skills	✓	
Proven ability to work collaboratively with colleagues and contribute to effective team working	✓	
Excellent planning skills with the ability to prioritise work and workload	✓	
A commitment to the lives of children and their family context	✓	
Openness to and able to evidence different ways of working and trying new initiatives	✓	
<b>Qualifications and Training</b>		
Qualified to degree level, or similar, or accredited training in children and young people		✓
On-going commitment to continuing professional development including willingness to work towards qualifications and accredited training	✓	

- **TO APPLY: Please complete application online under job application on our website [www.khizramasjid.org](http://www.khizramasjid.org) with a covering letter detailing how you meet the person specification PLUS your CV to [youth@khizramasjid.org](mailto:youth@khizramasjid.org)**

The closing date for the post is 12pm on 24<sup>th</sup> February 2019.

This is subject to 2 references and an enhanced DBS check.

**Please note only shortlisted candidates will be contacted.**