



JOB DESCRIPTION

Title of Post:	Youth Worker – Khizra Mosque & Community Centre, Manchester.
Responsible to:	Management committee and an appointed person from the committee, lead youth mentor.
Start Date:	8 th February 2021
Salary:	Negotiable based on experience.
Hours of work:	24-26 hours per week.
Main Purpose of post:	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

	Essential	Desirable
Skills, abilities and knowledge		
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	✓	
Excellent customer service skills	✓	
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		✓
Personal Qualities		

Ability to communicate effectively with others using highly developed interpersonal skills	✓	
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	✓	
Qualifications and Training		
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 subheading on our website www.khizramosque.org and send a covering letter detailing how you meet the person specification PLUS your CV to youth@khizramasjid.org**

The closing date for the post is 5pm on the 4th January 2021.

This is subject to 2 references and a satisfactory enhanced DBS check.

Please note only shortlisted candidates will be contacted.