SUSSEX COMMUNITY DEVELOPMENT ASSOCIATION

Job Description:

Senior Development Worker – Youth Delivery

Reporting to: Community Development & Health Programme Manager

Work pattern: 25 hrs per week to include evening and some weekend delivery of services to young people

Sarting salary: £27,291 per annum pro rata

Permanent contract

Sussex Community Development Association

The Organisation

SCDA was founded in 1997. Its primary purpose is the development of sustainable community-based regeneration initiatives addressing the economic, environmental, and cultural and community needs, and particularly addressing the needs of people experiencing complex challenges in the community.

SCDA now runs a range of projects and services aimed at supporting community involvement across East Sussex. Funding has been secured from a range of sources including Lottery Community Fund and charitable trusts as well as contracts to deliver services and run projects across East Sussex, including from the DWP, East Sussex County Council (ESCC) & Home Office.

To support its core activities SCDA also runs a number of Social Enterprises. These include Sussex Community Counselling, Denton Island Nursery rated as 'Good' by Ofsted, and a charity retail shop.

For further reading and information regarding SCDA's Vision please visit:

https://sussexcommunity.org.uk/wp-content/uploads/2026/01/Our-Vision-2025-2028.pdf

There are 12 main service areas grouped under 3 broad headings:

Health and Wellbeing – delivering counselling and suicide support and prevention through Sussex Community Counselling; delivering activities to develop active travel, environmental awareness and strengthen community resilience to the impacts of climate change; deliver activities which address the wider determinants of health and wellbeing and address health inequalities; build stewardship of actions to address loneliness and social isolation.

Vibrant Communities – developing community infrastructure and coordinating activity to identify community needs; delivering activities to support families and family learning for partners and carers of children under 8; creating vibrant community hubs as community resources; supporting an active Young People's voice in the development and delivery of services and the delivery of activities supporting local young people.

Money, Housing and Jobs – supporting unemployed people across East Sussex, specialising in those who find it hardest to find and sustain paid work; supporting access to advice, information and signposting including specialist free, impartial, quality assured, confidential specialist advice; promoting food security and access to healthy, affordable food choices; supporting community wealth building through social enterprise.

SCDA has a strong track record in partnership working and in the quality of service delivery to meet the needs of people experiencing complex challenges: supporting people and communities to thrive.

The context of the job

The organisation currently employs circa 70 employees across premises in Newhaven, Eastbourne & Hastings. SCDA values teamwork and supporting colleagues and expects all members of staff to demonstrate flexibility within their specified job role, offering support to other team members as and when required.

By necessity youth work and youth work sessions are delivered outside of traditional office hours, late afternoons, evening and occasional weekends are normal. Limited occasional overtime may also be available, after authorisation from line manager and where funding is in place for this.

Job Purpose

The purpose of the role of the Senior Development Worker - Youth Delivery is to work under the guidance of the Community Development & Health Programme Manager to ensure that the provision of generic and targeted youth sessions, activities & outreach work is of a high standard and delivers quality for children and young people aged 8 to 25 (but principally 8 to 18), and their families, within Newhaven and surrounding areas.

Main Tasks

Activities and service delivery

- Coordination and delivery of a range of generic and targeted services & activities for young people, including outreach youth work, which feeds into thematic work for young people under Lewes District Community Action Network (LD CAN)
- Identify materials & resources to support service & activities delivery
- Coordinate, induct, oversee and direct any sessional employees and activity workers
- Ensure safe working practices (sessional employees & activity workers and young people)
- Contribute to developing and maintaining appropriate quality assurance standards in service delivery including Matrix standards and NYA Youth Work guidance as appropriate
- Work in partnership both internally with other SCDA colleagues and projects for interrelated activities or service delivery, and with a range of external partners/service providers to support service user needs
- Support line manager in the design, delivery, monitoring and evaluation of any new projects, taking the lead on smaller projects.
- In collaboration with line manager and SCDA Comms Officer, design content and regularly update the Youth social media pages such as Facebook, TikTok & Instagram.

Health and safety & policies

- Contribute to ensuring the highest standards of safety and security within sessions, including the development of Risk Assessments
- Report all accidents or Safeguarding incidents in accordance with policy ensuring line manager is made aware as soon as possible
- Understand and fully comply with the Health and Safety policy and procedures
- Ensure that all practice complies with East Sussex Safeguarding Children Partnership and SCDA Child Protection and other Policy and procedures and awareness of PREVENT
- Fully understand and ensure the application of all policies and procedures and practices advising line manager of any concerns.

Monitoring and evaluation/record keeping

- Collate data and contribute to monitoring and evaluation of the quality and provision of activities and services on a weekly basis.
- Contribute to the collation of information and written and statistical reports and spreadsheets as required to funders, partners and SCDA on a monthly and quarterly basis.

Any other duties deemed necessary to provide a quality service including:

- Ensure that all requirements outlined in the Sussex Community Development Association procedures and policies are personally adhered to.
- Be familiar with and conform to responsibilities under Data Protection Law.
- Be familiar with and conform to responsibilities under the Health and Safety at Work Act in relation to service users, colleagues, self and others.
- Meet regularly with line manager for 1 to 1's a 6 weekly basis, attending any other regular check-ins or meetings as required.

EQUAL OPPORTUNITIES
Sussex Community Development Association is working towards equality and has policies relating to the equality of opportunity in employment and service delivery. All staff are expected to comply with these policies.

HEALTH AND SAFETY
All staff have responsibility to maintain the health and safety of themselves and others within the performance of their duties in accordance with SCDA health and safety policies and to undertake specific health and safety responsibilities as necessary.

This job description will be reviewed from time to time or as necessary and may be amended to meet the changing needs of the organisation. It will also be used as the basis for the determination of objectives and the content is subject to annual review.

Person Specification

Qualifications:

- Relevant Youth work or related professional qualification, L3 Youth Support Worker or similar
- Evidence of maintaining skills and knowledge base (post qualification if relevant)

Experience:

- Experience in a youth work setting (minimum 2 years)
- Recent and relevant direct experience of delivering generic and targeted services for young people aged 8 to 25 and their families and carers
- Experience of working with and activating Safeguarding & Child Protection procedures, as and when appropriate
- Experience of successful implementation of initiatives and services for young people

Knowledge of:

- What constitutes quality of provision in delivery of services for young people
- Legislation and regulations relating to services for young people
- Good understanding of safeguarding, PREVENT and health and safety
- Current 'best practice' and quality principles in working with young people and the proven ability to turn these principles into effective working action
- Knowledge of the impact of school exclusion and under-attainment in school
- Good understanding of confidentiality and 'open confidentiality'

Able to:

- Contribute to the delivery and evaluation of services for young people
- Work as an effective member of a team and individually
- Contribute to the writing of session reports and evaluations and maintain existing recording systems
- Willingness to undergo training and career development

Skills:

- Confident with young people
- Commitment to a high level of user satisfaction and involvement
- Microsoft office skills

Essential personal qualities:

- Approachable and open in working with a range of young people, parents, carers and professionals
- Initiative in dealing with issues as they arise during delivery of youth provision
- Sensitivity to confidentiality of issues raised by young people
- Commitment to team working and the values of SCDA
- Understanding of and commitment to anti-discriminatory practice.

Post subject to Enhanced DBS check

Employee's signature .....Date:.....