



NLMCC YOUTH SERVICE JOB VACANCIES: COVER WORKERS

Salary: £9.40 per hour

Term of contract:

- Cover work as required by the NLMCC.

Reports to: NLMCC Youth Manager (Javed Isroliia)

Application Deadline & Interview Dates:

Applications will be considered on a rolling basis. Candidates who are interested in applying are advised to apply as soon as possible. This advert will be removed once we have filled the roles.

All applications must be submitted via the NLMCC application form to;
By Post: "Javed Isroliia, NLMCC, 68 Cazenove Road, London N16 6AA"
By Email: j.isroliia@nlmcc.org.uk

PLEASE NOTE: CV'S AND COVER LETTERS WILL NOT BE ACCEPTED

SERVICE BACKGROUND

The NLMCC Youth service has been established since 1980. We deliver a range of onsite and external after school, weekend and holiday services for 8-19 year olds which include; structured and unstructured sports activities, recreation activities, arts & crafts, play-schemes, residential trips, youth leadership opportunities, volunteering opportunities, informal and formal learning and personal development activities / workshops, accredited programmes and more.

JOB PURPOSE

- To work with the youth team under the Youth Service Manager
- To ensure that monitoring and administration is up to date
- To support the youth service increase young people's participation in afterschool and holiday sports, recreational and educational activities.
- To ensure that young people are able to develop in the atmosphere and environment created by youth team.

SAFEGUARDING:

The NLMCC takes its responsibility for safeguarding children very seriously. All staff have a responsibility to safeguard and promote the welfare of children and adults. The post holder will undertake the appropriate level of training as agreed with their line manager, and is responsible for ensuring that they understand and work within the NLMCC safeguarding policies and their specific role towards fulfilling the NLMCC's Safeguarding duty.

This post is subject to the completion and receipt of a satisfactory DBS check conducted and received by the NLMCC.



MAIN DUTIES

To work under the Youth Manager;

1. To deliver services for young people between the ages of 8-19 (up to 21 for Young People with Special Educational Needs and Disabilities).
2. To supervise and work with groups of young people by delivering indoor and outdoor sporting and recreational activities during weekday evenings and weekends.
3. To drive the NLMCC 16 seater vehicle to and from off-site activities (Desirable).
4. To provide a safe, stimulating environment for young people
5. To engage in promotional and outreach activities, to attract new users to the NLMCC youth services.
6. Empower young people to contribute to develop the NLMCC Youth services with their ideas, effort and time.
7. To keep daily records as instructed such as registers, accident /incident books, fire drill records, complaints, monitoring forms, evaluation/outcomes sheets etc.
8. To attend and positively contribute to internal and external meetings and training sessions when required.
9. To personally adhere to all NLMCC policies, processes and systems at all times.
10. To understand and implement the NLMCC's Muslim ethos.
11. To undertake any other duties pertaining to the project and the NLMCC when required.

This list is not exhaustive but constitutes the core role. Core responsibilities can be changed and extended as per the instructions of the Director and Management Committee.

PERSON SPECIFICATION

CRITERIA	KNOWLEDGE & SKILLS (REQUIREMENT LEVEL)	REQUIREMENT LEVEL	METHOD OF ASSESSMENT
Qualifications and Training	5 GCSEs including English and Maths (or equivalent) a recognised Youth Work qualification	D	A, I
Experience	1-year experience (full time, part time, voluntary or sessional) of working with young people	D	A, I
Skills and Abilities	1. Reliable and punctual 2. Good communication skills 3. Ability to work in challenging situations Good organisation skills	E	A, I
	Drive the NLMCC 16 seater vehicle to and from off-site activities (For candidates interested in driving, the NLMCC's Insurance requires the following; - Driver must be aged between 21 and 70 - Driver must hold a clean and valid UK driving license for more than 2 years	D	A, I
Working hours	Available to work weekday evenings and weekends	E	A, I
Commitment	An understanding of and a personal commitment to the Vision and Values of the North London Muslim Community Centre	D	A, I

E = Essential

D = Desirable

A = Application

I = Interview