

YOUTH PROJECT WORKER

JOB DESCRIPTION & PERSON SPECIFICATION

Reports To: Project Manager and Senior Managers

Location: Workington, Whitehaven and Maryport

Contract: Fixed Term until 31st May 2026 (with the possibility of extension depending on funding)

Hours: Full-time, 37 hours per week (part-time considered for the right applicant)

Salary: £26,000 - £29,000 per annum (dependent on experience), plus stakeholder pension, mileage allowance, health benefits, 25 days annual leave plus bank holidays, and optional hybrid working (where applicable)

JOB OVERVIEW:

Cumbria Youth Alliance is excited to invite applications for the role of Youth Project Worker. This position offers a unique opportunity to work across the Workington, Whitehaven, Maryport, and surrounding areas, as part of our **Forging Futures** project. The role involves supporting young people (16-24 years old) in the former Allerdale district, empowering them to explore and access pathways into employment, education, and training.

You will collaborate closely with Department for Work and Pensions (DWP) staff to deliver a tailored engagement model, overcoming barriers to progress and supporting young people to build essential skills. By forging strong partnerships with local businesses and organisations, you will play a key role in connecting young people with sustainable opportunities for their futures.

KEY RESPONSIBILITIES:

- **Youth Support:** Engage with up to 24 young individuals to identify personal aspirations and remove barriers to achieving their goals in employment, education, or training.
- **1:1 & Group Work:** Deliver tailored support both individually and in group settings, providing guidance in areas such as job applications, CV writing, interview techniques, and employability skills development.
- **Pathway Development:** Help young people explore and pursue pathways to sustainable careers by creating tailored development plans that align with their skills and interests.
- **Business & Partner Engagement:** Forge and maintain strong connections with local businesses, partner organisations, and community stakeholders to identify work-based learning opportunities, apprenticeships, and other training options.
- **Monitoring & Evaluation:** Keep detailed and accurate records of all activities, engagements, and progress towards key performance indicators (KPIs). Work alongside colleagues and external evaluators to ensure effective project delivery and data capture.

- **Team Collaboration:** Collaborate with a diverse team of colleagues and external evaluators, ensuring the project delivers measurable outcomes and adheres to Cumbria Youth Alliance's values.

WHAT WE ARE LOOKING FOR:

- **Experience:** Demonstrable experience of working with young people, ideally in one-on-one or group settings. Experience in guiding young people through career exploration and supporting them to access opportunities is highly desirable.
- **Local Knowledge:** A good understanding of the local labour market, education provision, and available youth services in the Allerdale area will be advantageous.
- **Skills Development:** Proven ability to support young people in developing employability skills, such as CV writing, job applications, and interview preparation.
- **Data & Reporting:** Strong organisational skills, with the ability to maintain detailed records and meet reporting requirements.
- **Communication & Networking:** Excellent interpersonal skills, with the ability to build relationships with young people, businesses, and external partners.
- **Commitment to Equality & Inclusion:** A commitment to working with young people from diverse backgrounds and promoting equal opportunities.

ADDITIONAL REQUIREMENTS:

- **DBS Check:** You will be required to undergo an enhanced DBS check.
- **Driving License:** A full, clean UK driving licence and access to a vehicle is desirable, or access to reliable public transport.
- **Support & Training:** You will receive ongoing professional development, including training, regular best-practice workshops, and peer support, will be provided.

WHY JOIN US:

At Cumbria Youth Alliance, we believe in the power of young people and their potential to create positive change in their lives. As a Youth Project Worker, you will be at the forefront of supporting youth development and contributing to meaningful outcomes for young people in our community. You'll be part of a passionate team that values continuous learning, collaboration, and innovation in youth support services.

PERSON SPECIFICATION

Requirements		Essential	Desirable
1. Education and Training	<ul style="list-style-type: none"> Hold a Level 3 or equivalent qualification in Advice and Guidance, or have a background in Youth Work, or substantial experience in supporting and mentoring young people in various settings. 	✓	
2. Experience	<ul style="list-style-type: none"> Be able to demonstrate experience, supporting young people towards positive destinations in employment, training or education Experience of delivering sessions within a youth base/support setting using creative ways to consistently engage young people. Safeguarding Level 1 or willingness to work towards this. 	✓ ✓ ✓	
Skills and Abilities	<ul style="list-style-type: none"> Be able to support young people to identify aspirational pathways. Use asset-based monitoring and evaluation tools to show progression. Ability to effectively manage and support a caseload of young people. Work independently and make effective use of time. Identify barriers to progression and develop strategies. Accurate record keeping. Microsoft package skills. Use of management information systems. Able to successfully communicate and work effectively with colleagues and external evaluators to develop strong reflective and evaluation processes. 	✓ ✓ ✓ ✓ ✓ ✓	✓

3. Knowledge	<ul style="list-style-type: none"> Knowledge of the local labour market and provision Knowledge of support providers Understanding of barriers faced by young people and awareness of local employment and educational opportunities An awareness of local employment and educational opportunities. Proficiency in all Microsoft packages, including Excel. 	✓ ✓ ✓	✓ ✓
4. Other Requirements	<ul style="list-style-type: none"> Full UK driving licence and access to vehicle. Flexibility to work requirements. Non-judgmental, open, and friendly manner Excellent communication skills 	✓ ✓ ✓	✓

HOW TO APPLY:

To request an application pack, please contact us by email or phone at **01900 603131**. Alternatively, download the application pack from www.cya.org.uk and email your completed application to hr@cya.org.uk

Application Deadline: 25th April 2025

Interview Dates: Week commencing 5th May 2025