

WE'RE SEEKING AN ASSISTANT YOUTH WORKER

If you want to gain experience of supporting a team and are passionate about nurturing relationships with young people, then we would love to hear from you!



OUR TEAM IS GROWING!

[MATRIXTRUST.COM](https://matrixtrust.com)

Matrix | Allen House Pavillion, Guildford, Surrey | 01483 574900

Dear Applicant,

Thanks for your interest in joining the Matrix Family.

Why Matrix?

We're a fun team who work hard to achieve the aim of catalysing change for young people across Guildford Borough. We're passionate about building long-term relationships and providing activities within schools and the community that nurture, inspire, connect and empower young people, helping them make the most of their lives.

Right now, post-covid, we are responding to the needs of young people by consolidating our established projects and continuing to develop new ones as the need arises. We're looking to add to our team with passionate people who are keen to invest for the long-term, willing to put in the energy needed to make a tangible difference.

Why Guildford?

Don't be put off, thinking there are no needs amongst young people in Guildford, it's not what it seems on the surface. The needs of young people here are very real, amongst those who have, and those who don't – from mental health issues, to social isolation and from a lack of opportunities to poor life skills, for young people in Guildford life can be tough.

Most years we work with over 500 young people on a regular basis, providing in-depth support for needs ranging from mental health to social and emotional development, and work with 500+ other young people across a range of activities and provision. The last few years have obviously been challenging for everyone, with Covid-19 taking its toll, especially so with regard to young people's mental health and wellbeing - making this role even more vital. Take a look at our latest newsletter online to read some of our young people's stories!

Where does this role fit?

This is an entry level role at Matrix. The post holder will be responsible for supporting Lead Youth Workers across different Matrix's delivery projects across Guildford Borough, with a particular focus on encouraging the young people's participation in activities. If you love a varied role, can take initiative and don't mind mucking in, this could be the role for you.

Come and join the adventure!

Thanks again for taking time to look at our vacancies and I hope that you consider applying to become part of our growing team.

Kind regards,



Misty, CEO



ASSISTANT YOUTH WORKER

OVERVIEW

Matrix are a Christian organisation that deliver essential youth work to young people from all walks of life in schools & communities across Guildford Borough.

We're excited to offer an entry level position as an Assistant Youth Worker in our Schools and Communities teams

The post-holder will be expected to encourage young people to join in with activities, to contribute to maintaining fun, welcoming, and secure environments at each project. As well as to provide support to the Lead Youth Worker and Youth Cafe Project Lead with preparation, planning or delivery

Hours: 0.6 FTE, 22.5 hours per week | Salary: £20,000 - £22,500 pro rata (depending on experience)

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Role Description - Assistant Youth Worker

This entry level role plays an essential part in both the Schools and Communities teams, providing support to Youth Workers and the Youth Cafe Project Lead. Your day-to-day will include face-to-face youth work delivery across a variety of projects, in school and the community.

What would I be doing?

You will be expected to support Lead Youth Workers in both the Communities and Schools teams - working in Matrix projects across Guildford Borough - so young people can be nurtured, inspired, connected, and empowered to make the most of their lives.

What do we expect from you?

As an Assistant Youth Worker you would be an essential part of both the Schools and Communities teams, providing support to Youth Workers and the Youth Cafe Project Lead. This will include face-to-face youth work delivery across a variety of projects, in school and the community.

Matrix work is focussed in key areas across Guildford Borough. You will be given the opportunity to work across Guildford in schools and the community, with a variety of partners and volunteers from local churches and organisations.

The job expectations for this role will include but are not limited to the following:

Deliver Face-to-Face Youth Work:

- Maintain a fun, welcoming and secure environment at each project
- Deliver activities for young people that inspire and empower them
- Develop nurturing relationships with young people in your projects
- Encourage young people to take part in the activities provided
- Work towards the Youth Work Standards
- Help to maintain appropriate behaviour to create a safe environment for all
- Support the Lead Youth Worker and Youth Cafe Project Lead with preparation, planning or delivery
- Liaise with the DSL on any arising issues or concerns

This face-to-face Youth Work may include the following:

A. Schools Work

Working as part of the School's team, you may be asked to: work supporting young people relationally; play games and build connections with young people in lunchtime drop-ins; support or run group sessions/prayer and reflection spaces or be part of a team during a workshop.

B. Community

Working within the Community team you may be asked to:

- Work in a team delivering activities and youth work at The Youth Hideaway (our Youth Cafe) and our monthly Youth Hubs;

- Plan and run activities in a Youth Hub;
- Meet vulnerable young people one-to-one in a mentoring capacity; Support the team to run holiday activities;
- Plan and prepare activities;
- Take part in sporting activities

Engage in a variety of activities that develop your skills and support the team, including:

- Networking with other community members, youth workers and organisations
- Visiting churches
- Fundraising events
- Administration that supports delivery

Who are we looking for? (Personal Criteria)

ESSENTIAL

- Education to a good standard (level 3 or above, e.g. GCSEs)
- Passionate about catalysing change in all young people's lives
- Knowledge of the wider social impact of "at risk of negative outcomes" on young people, their parents and their families
- Strong interpersonal and communication skills
- Highly motivated and enjoy taking initiative
- Enjoy working in a flexible, growing, energetic team
- An ability to relate well to and build trust with children, young people, and parents
- Able to work within the values of the Matrix, including taking a 'can do' approach to your work
- Ability to travel to different locations within and outside the borough
- Ability to motivate and enthuse young people and contribute positively to their engagement with activities
- Can demonstrate your ability to bring ideas to the table and put them into action
- Willingness to work flexible hours, including some evenings and occasional weekends where necessary
- Organised, with good IT and administrative skills, eg: Microsoft Office and Google Drive
- Committed to support and work within Matrix's Christian ethos*
- Committed to affirm, pray, and encourage the work of Matrix*

* This post falls within the definition of Occupational Requirement as per the Equality Act 2010.

DESIRABLE

- Experience of working with children or young people
- Knowledge of Guildford Borough and its young people and issues

Team Expectations

Matrix is a small, established, but fast evolving and growing charity and there is therefore an expectation on all staff to be proactive and a fully-invested team player, supporting others in their busier seasons and the charity as a whole across the year.

We expect you to:

- Fit in with our values: positive, relational, innovative, collaborative and fun
- To work from within the Christian ethos (see ethos statement)
- Be committed to and passionate about the mission to catalyse change in young people's lives
- Be a pro-active member of the Matrix team and get involved in projects which benefit the mission of Matrix (e.g.: fundraising activities/events or prayer spaces)
- Take part in whole team projects such as Ready 4 Action (annual cross-church social action project, first bank holiday weekend in May)
- Work across agencies and Matrix teams

Due to the nature of the work you may be expected to work some evenings and occasional weekends. All hours will be based at the Matrix office, working across the Borough as previously agreed. Any specific changes to your working week will be cleared through your Matrix line manager.

What we offer you

- ★ 5 weeks paid holiday, plus bank holidays and the office shuts between Christmas and New Year
- ★ A mentor from a local church (if requested)
- ★ A training programme that develops your skill base, including First Aid
- ★ Peer supervision
- ★ Regular line management and supervision from your supervisor
- ★ Flexible working arrangements, where possible
- ★ A nurturing and supportive team

Hours: 0.6 FTE, 22.5 hours pw | Salary: £20,000 to £22,500 pro rata, depending on experience



JOIN OUR GROWING TEAM!

HOW TO APPLY

To apply for this post, you just need to do 2 things:

1. Complete our **Application Form**
2. Email it to **hr@matrixtrust.com**

Any questions, just give Dan a call: 01483 574900

All applications for this role must be in by

End of Wednesday 24th August

Interviews: *the following week*

Start date: *September 2022 / ASAP*

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