



About the Charity

Essex Boys and Girls Clubs was founded in 1939 and is a registered charity providing a variety of activities, training, opportunities and support for over 130 member clubs and the young people that attend them. The organisation's main office is in Chelmsford. Facilities include Stubbers Adventure Centre in Upminster, Maes y Lade Centre in the Brecon Beacons (Wales), and High Row Centre in the Lake District (Cumbria) which are used to deliver many of the programmes. EBGC also delivers project work in schools and to groups of young people outside of the club network when applicable.

Our Mission is to provide a high quality service to our affiliated clubs, their membership and other users of our services, with excellent activity opportunities for the diverse community. We aim to create opportunities for young people to realise their potential.

Our Vision is to raise the levels of participation by young people in our activities and to offer an attractive, safe, welcoming and encouraging environment for young people to achieve their own personal aims.

JOB DESCRIPTION: Outreach Worker

About the Role

The primary responsibility of the role will be to establish at least one new inclusive youth provision within a given local authority area (either Havering, Redbridge, or Barking and Dagenham). You will be expected work in partnership with existing partners in the area such as Ab Phab and Frenford Clubs, as well as with any new partners from both the statutory and voluntary sectors. You will need to develop a network of volunteers, and to recruit participants for the new youth provision.

Person Specification

- A nationally recognised level 2 or 3 youth work qualification, or other relevant experience, or be willing to undertake such training.
- A good understanding of youth work practice and principles.
- Experience of working with young people with additional needs, or with disaffected or disengaged young people.
- Ability to work and lead diverse teams.
- Be able to work independently using own initiative or as part of a team.
- Computer literate in Word, Excel and Outlook.
- A good communicator both written and verbally and able to communicate with a broad range of people.
- Willingness to undertake further training as directed.
- Commitment to a flexible working pattern including evenings, occasional weekends and occasional bank holidays.
- A clean driving license and access to a car is essential.



Job Specification

- To establish at least 1 new inclusive youth provision in a given local authority area.
- To work towards targets identified by Project Manager.
- To keep appropriate records in line with best practice and requirements outlined by the Project Manager.
- To coordinate fundraising activities.
- To be responsible for selecting venues for regular events and ad hoc trips, ensuring all venues and activities are accessible.
- To carry out risk assessments ensuring that they are in place and updated regularly (including venue and activity risk assessments).
- Attend and supervise project activities, including residential trips, as required.
- Recruit and induct new staff and volunteers in line with EBGC policy.
- Identify and organise training for volunteers in conjunction with the Project Manager.
- Ensure all activities and sessions have appropriate equipment at each venue, including managing the purchase and maintenance of equipment in conjunction with Project Manager.
- Regular liaison with partner agencies to maximise project outcomes.
- Regular liaison with service users and service user's parents/carers, including undertaking evaluations and service reviews.
- To adhere to the guidelines as outlined in the EBGC Staff handbook.
- To undertake training as and when required.
- To undertake any other business as and when required for ensuring the success of all service provision.

Hours of Work – Based on a forty hour week the post will require some flexibility. Normal office hours are 9am to 5pm. For time worked outside the agreement time off in lieu is available.

Holiday – 25 Working Days

Salary – £22,000 - 24,000 dependent on experience.

The successful applicant will be subject to a Disclosure and Barring Service (Enhanced) Check.

Equal Opportunities

Essex Boys and Girls Clubs is committed to a comprehensive policy of equal opportunities in employment in which individuals are selected, trained, appraised, promoted and otherwise treated on the basis of their relevant merits and abilities and are given equal opportunities within the organisation. No job applicant, employee, client, or young person will receive less favourable treatment on the grounds of race, colour, nationality, ethnic or national origins, gender, marital status, sexuality, pregnancy and maternity and gender reassignment, disability, religion, political belief, socio-economic background, parental status, age or club membership. The organisation is committed to a programme of action to ensure that this policy be fully effective.