**Job Description – Den Assistant**

**Salary:** £8 - £10.75 per hour depending on qualifications and experience

**Hours:** 6 - 12 hours per week (with additional hours for project work)

**Contract:** Permanent contract subject to successful probationary period

**Holiday Entitlement:** 30 days per annum pro rata

**Base:** The Activity Den, Tanfield Lea, Stanley, County Durham, DH9 9LU

**Purpose of the Post**

The purpose of this post is to support the Den volunteers and staff with administration and developmental tasks and supporting Den youth work.

**Accountability**

The Den Assistant will be accountable to The Activity Den Youth Project Lead.

**Post Function**

The Den Assistant will support the Den volunteers and staff to develop and enhance the current Activity Den groups by providing administration, developmental and youth work support.

**Main Duties**

* To provide administrative, operational and housekeeping support to The Activity Den and its groups
* To provide youth work support to Den Groups and maintain documents
* To support consultation and evaluation exercises to establish the needs of young people
* To promote the services and activities that The Activity Den offers
* To report regularly on progress, issues and opportunities
* To attend relevant meetings for example, team meetings and community meetings as

 required

* To work in line with organisational policies and procedures to deliver high quality youth work, for example safeguarding.
* To work evenings and weekends when appropriate to meet the needs of The Activity Den and its groups and activities
* To deal professionally with enquiries made by community members, partner agencies and other community organisations either in person, by phone, by e-mail or by other means with regard to use of the Den and its facilities
* To undertake relevant training such as first aid, safeguarding, food hygiene
* Any other duties which may reasonably be required by your line manager and The

 Activity Den Board

* To ensure that all duties are carried out with regards to the Health and Safety Work Act 1974

**Person Specification**

**Essential**

* Good I.T and computer skills. (Including but not limited to word, Outlook, PowerPoint and Excel)
* Prior experience of administrative procedures
* Good communication skills
* Good organisation skills
* Prior knowledge of issues facing young people
* Understanding of equal opportunities and diversity
* A passion for youth work
* Be approachable and friendly whilst remaining professional
* Ability to work both independently and as part of a team
* Good time management skills
* Flexibility to work evenings and weekends
* The ability to travel to meet the need of work within this position
* Ability to complete relevant training

**Desirable**

* Experience of youth work (including working with young people with additional needs.
* A youth work qualification or equivalent
* First Aid Trained / Certificate
* Ability to offer support to young people
* Conflict management skills
* Knowledge of safeguarding issues and procedures
* Full driving license with use of car for work with business insurance.

**The Activity Den**

**June 2023**