

**Youth & Community Team Member Job Description**

**Salary:** £8.60 - £11.44 per hour

**Hours** 5 hours per week (Term Time only)

Tuesday and Thursday 2:15 – 4:45 pm

Additional shifts are available as and when required

 Occasional Weekend/Evening Availability

**Main Purpose:** To support the day-to-day operational delivery of the Youth & Community Programme

**Responsible to:** Youth & Community Officer/Chief Operations Officer

**Key Relationships:** Marsh Farm Futures (MFF) Users, Staff, Tenants and Partners

**Location:** Futures House, The Moakes, Marsh Farm, Luton LU3 3QB

**Summary of main responsibilities**

MFF is looking for a bright and engaging person to join our Youth and Community Team. You would be responsible for running our Community Corner twice a week which includes free access to food, school uniforms, sexual health supplies, dental care supplies and access to our community garden and computer room.

**Duties and Responsibilities**

**Operational**

* Positively engage with the community, developing relationships to help deliver your work
* Communicate information and project details clearly
* Log all incoming supplies and donations and keep records up to date
* Carry out daily and weekly cleaning tasks and ensure this is documented on the relevant paperwork
* Collect food donations once a week from a neighbouring shop
* Tidy and maintain the Community Garden area and Computer Room
* Ensure all members are registered and, on our database, and each visit is recorded
* Take and handle small amounts of monies for printing payment
* Ensure all members are engaging with the available spaces in an appropriate way
* Ensure delivery of services is fair and equal for all members of the community
* With training develop a knowledge and understanding of our partners and signposting opportunities

**Partnership**

* Develop and maintain relationships with users of the service

* Maintain effective internal coordination and cooperation within Futures Cafe, the Fun Factory and MFF team.

**Reports and Monitoring**

* Provide monthly feedback on the delivery of services, both with data and anecdotal evidence
* Keep all donations and supplies stored and sorted in a clean and clear manner

**General**

* Proficient in Microsoft Word and Excel
* Successful applicant will be subject to a DBS check.
* As an MFF employee, attend meetings as required, including committee meetings and specialist forums; attend training sessions in line with work reviews and as agreed with the Chief Executive.

This list is not exhaustive, and you may be required to carry out any other reasonable duties.

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**Community and Youth Team Member Person Specification**

This acts as selection criteria and gives an outline of the types of people and the characteristics required to do the job.

Essential (E): without which candidate would be rejected.

Desirable (D): useful for choosing between two good candidates.

**Please make sure, when completing your application form, you give clear examples of how you meet the essential and desirable criteria.**

**General Requirements**

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| **Essential/****Desirable** | **Criteria** |
| E | Experience of working in a fast-paced environment, and the ability to make decisions in a timely manner, work flexibly and adaptively |
| E | Ability to handle sensitive information in a professional manner, in line with MFF and Data protection policies |
| E | Strikingly positive and motivated attitude, with a passion for building stronger communities and seeing change in society |
| E | Good level of communication skills and able to communicate effectively with the internal and external stakeholders, and members of the public |
| E | Able to complete day to day admin work and programme related reporting and monitoring to set deadlines |
| E | Good ICT skills including Word, Excel, Access and Email |
| D | Some experience of project monitoring / goal setting |
| D | Working with a broad range of people from different backgrounds in a busy environment |

**Personal Attributes**

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| --- | --- |
| E | A confident and approachable person with a flexible way of working |
| E | Able to work in a team |
| E | Able to perform tasks that may involve manual handling, such as manoeuvring chairs and tables with support provided where necessary in accordance with MFF’s commitment to inclusivity and reasonable adjustments.  |