

## Job Description

### **Young Women's Support Worker**

#### **Based at LIAISE Women's Centre , The Maybury Centre, Woking**

As a young women's support worker you would help young people to fulfill their potential in society. It would be your job to provide enjoyable, educational and challenging activities to help them improve their confidence, develop new skills and cope with issues that affect their lives. In particular to help, encourage and prepare school leavers to undergo training, further education, or find employment.

You would generally work with people aged 16+, who have left or are about to leave school.

Responsibilities of the job would comprise:

- assessing the needs of local young women
- running workshops for writing CVs, interview techniques, filling in forms, letters of application etc
- establishing support groups for job seeking, further training, apprenticeships or other areas requested by young people
- signposting and liaising with other agencies which may be able to help with their particular requirements
- mentoring and supporting individuals
- encouraging young women to develop ideas and make changes in their lives.
- supporting young women in organising their own activities and projects.
- supporting young women in developing skills such as literacy and numeracy.
- providing advocacy and counselling
- mentoring a student who is currently or in the future will be obtaining youth worker qualifications. She would do work experience on a voluntary basis under your supervision.
- undertaking administrative tasks/produce bi-monthly monitoring report

15 hours per week commencing January 2012

Salary £8.00 per hour

This post will be a one year fixed term contract, with the possibility of extension subject to funding.

The position is open to women only (genuine occupational requirement under Section 9, paragraph 1 of the Equality Act 2010).

Closing date **7<sup>th</sup> November 2011**, interviews to be held week commencing **21<sup>st</sup> November 2011**

Please apply with up-to-date CV and covering letter outlining relevant experience

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