



JOB TITLE: YOUTH ACHIEVEMENT WORKER
LOCATION: Harrow Central Mosque & Masood Islamic Centre
SALARY: £23,000

This post is funded for two years and is a full time contract for 35 hours per week. The post-holder will be based full time in Harrow Central Mosque (HCM).

The successful applicant should note that any job offer made is probationary pending the results of an enhanced CRB check and references will be taken up prior to appointment.

We expect the post-holder to be in position by the end of April.

To apply please send the completed application form and a Supporting Statement, which should be no longer than two sides of A4, to: admin@harrowmosque.org.uk. Please see the **Person Specification** at the end of this pack for criteria we will be looking for in a successful applicant.

Referees should include your most recent employer or academic tutor.

The deadline for applications is 12pm on Friday, March 12th 2010. Interviews will take place on 24th & 25th March 2010.

Job description

Harrow Central Mosque & Masood Islamic Centre (HCM) is looking to appoint a full-time enthusiastic, highly motivated and experienced professional youth worker. The role will include promoting the personal, educational and social development of young Muslim people aged 11-24. Structured activities will aim to engage young people, redress inequalities, value opinions, and empower individuals to take action on issues affecting their lives, including health, education, employment and the environment, by developing confidence, positive skills and attitudes.

Typical work activities

As a Youth Achievement Officer you would aim to develop a systematic way of engaging and empowering Muslim Youth in the context of the government guidelines contained in Every Child Matters (for more information see www.dcsf.gov.uk/everychildmatters/) which are that children and young people should:

- be healthy
- be safe
- enjoy and achieve
- make a positive contribution
- achieve economic wellbeing

1. Job Summary:

The post-holder will be highly motivated and contribute to the delivery of a comprehensive programme of activities for young people with a clear focus on those aged 11 – 24 years. The Youth Achievement Officer will need to work in close partnership with Muslim youth organisations and support groups, the local Young People's Services and other relevant partners including Harrow Police and community groups.

Employed by Harrow Central Mosque & Masood Islamic Centre (HCM), the post is for two years on a full time contractual basis for 35 hours a week.

2. Main Duties and Responsibilities:

- a. Plan, deliver and lead a wide ranging programme of structured positive activities to young people (with a focus on the 11-24 age range). This work will include offering sports, leisure, creative arts and other cultural based activities. The programmes will be developed in liaison with HCM criteria, partner organisations and young people as appropriate.
- b. Recruit and line manage part-time volunteers to assist with the delivery of programmes of positive activity throughout the year, but prioritising school holidays, weekends and evenings.
- c. Ensure that programmes of structured positive activity are advertised appropriately to young Muslim people on a regular basis, encouraging them to get involved - directly or indirectly through other providers – throughout the year.
- d. Use effective planning and evaluation procedures to maintain high quality delivery to young people.
- e. Apply to available funding bodies and opportunities for additional resources.
- f. Ability to promote and advertise the youth service of HCM to the local Muslim community of Harrow
- g. Provide timely, accurate and relevant management information as required. Provide reports to the **Executive Committee** and the **Sisters Committee** (management boards) of Harrow Central Mosque as required, working with both committees on the progress and development of all activities.

3. General:

- a. Manage and record the delegated budget, allocate funds and monitor expenditure in compliance with HCM accounting principles.
- b. Comply with HCM policies which support equality of opportunity and anti-discriminatory practice.
- c. Observe the mosque etiquettes and respect the Islamic teachings.

PERSON SPECIFICATION

JOB TITLE: YOUTH ACHIEVEMENT OFFICER

Please tell us how you meet the criteria below in your Supporting Statement. You should try to give examples of each point to strengthen your application and keep your statement to no longer than **two sides** of A4.

Note: CVs submitted will not be accepted.

Qualifications	Professional qualification in youth work or similar discipline relevant to work with young people.
Experience and skills	Ability to communicate and work effectively with young Muslim people aged between 11-24, especially with those who are disadvantaged and hard to reach Ability to plan, evaluate and review work Ability to work well as part of a team Skilled in the effective recruitment and management of volunteers. Experience in budgeting and reporting. Demonstrate good organisational skills and an ability to prioritise work
Knowledge	Understanding of the religious and cultural sensitivities which need to be considered when delivering activities for male and female young people of the Islamic belief Understanding the issues and experiences of Muslim youth and its impact on their lives Understanding of the Every Child Matters agenda Understanding of Health & Safety in a youth work setting

Other	Competent in use of IT skills including Word, Excel and email Ability to work evenings, weekends and school holiday periods on a regular and frequent basis A strong commitment to equality of opportunity and anti-discriminatory practice.

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