

## **JOB DESCRIPTION**

### **Lead and Support Youthworker**

#### **About BGI**

The Wellington Boys' and Girls' Institute (BGI) is a youth development organisation, established in 1883.

Through our history we've evolved alongside the needs of Wellington's youth – running programmes and projects which support, inspire, and challenge our rangatahi (young people) to wholeheartedly embrace who they are.

Arohanui ki ngā rangatahi – great love for all young people – is the name of our poutokomanawa. It's the post which literally holds up the heart of BGI's Troup House and the ethos that drives the work we do.

Our approach to youth development is grounded in the Māori health model, Te Whare Tapa Whā, which highlights the importance of balancing physical, mental, social, and spiritual health.

To us, youth development is about letting rangatahi lead. It's about having fun! And it's about facilitating meaningful, lasting connections between young people and their communities.

Fundamentally, we're dedicated to growing the changemakers who'll not only shape the future of Te Whanganui-a-Tara (Wellington), but also Aotearoa (New Zealand). That means working to be the best collaborators, kaitiaki (guardians/protectors), mentors, and tangata tiriti (treaty partners) we can be.

As our founders and the generations who've followed have demonstrated, we're here for the long run.

#### **Job Overview**

The youth worker will work alongside our Te Whare Taiohi (TwT) team to deliver an education program through the Te Kura platform as well as build transformative relationships with young people. They will be primarily involved with TwT School, along with stepping into our other youth programmes where needed and help build upon and implement a Collaborative Action Plan. Some travel as well as evening and weekend work is required occasionally.

**Time:** Full Time/Part Time or Casual role available

**Title:** Alternative Education Support Youth Worker/Lead Youthworker

**Payscale:** \$55,000-\$75,000 FTE based on experience and capabilities

**Responsible to:** TWT Leadership Team: Compliance Lead, Education Lead, Health and Safety/Culture Lead

## **Key Relationships**

- BGI Staff
- Young People as Clients
- Education providers
- Funders, Transition Stakeholders and other Stakeholders

BGI programs operate from a strengths-based approach, that integrates ‘hands on’ learning with youth development and trauma-informed practices. Our goal is to provide a safe place, which features stable relationships with positive adults, peers and whānau, as a foundation for re-engaging students in learning. The Youth worker / experienced mentor will be part of a wider integrated team at BGI and other youth organisations which offers wrap around supports through the integration of health, wellbeing, social, and educational services and programmes.

## **Key Accountabilities**

### **1. Support and Intervention**

- Working as part of the team to create a positive, supportive group culture and learning environment in which taiohi can thrive
- Group mentoring with young people to support their goals, their pastoral needs, development and academic work
- Lesson Planning around group conversation and ABL (Adventure/Activity Based Learning)
- Facilitating passion projects and options with students individually and in small groups
- Fostering community connections that create opportunities for learning and transition
- Maintain a good working relationship with the young person, family/whanau where appropriate, other staff involved in their care and referral agencies
- Share knowledge and expertise with other members of the BGI team

### **2. Administration**

- Maintain pastoral notes around ākonga/clients and statistics through Teams in liaison with Leadership Team and TwT Admin.
- Ensuring Health & Safety plans are understood, appropriate, up-to-date and implemented in day to day activities and Field Trips
- Be able to use Outlook and Teams to best communicate with BGI staff and efficient document management

### **3. Staff**

- Attend TwT Debrief Meetings weekly and other meetings as appropriate
- To support BGI's strategic direction by volunteering within the community at events promoting and supporting BGI as required
- Any other activity in line with Job Description as requested by the Director

### **4. Training and Supervision**

- Take responsibility for being up to date with best practice
- Attend monthly external supervision with a qualified supervisor to be paid by BGI
- Undertake ongoing training/professional development to ensure skills are maintained to meet client's needs in your own time or as part of BGI where appropriate
- Identifies with BGI's values and culture – [www.bgi.org.nz](http://www.bgi.org.nz)
- Has an understanding of youth culture and youth development
- A positive culture creator
- Recent/previous work experience, ideally with young people from diverse backgrounds, and knowledge of current issues facing young people
- Has (or is working towards) professional educational qualifications and/or relevant experience
- Creativity and initiative to develop youth programs
- Practical understanding of and commitment to Te Tiriti O Waitangi
- Enjoys working in and being part of a team
- Confidentiality, privacy and discretion
- Reliable and committed
- A full, clean Drivers Licence -ideally with 3 years post license experience
- Organizational and time management skills
- Effective administrative, literacy and numeracy skills, including excellent computer skills and email
- Motivation, empathy, energy, and initiative
- Commitment to self-awareness and personal growth
- Effective communication skills
- An understanding of working in a community-based agency

- Knowledge and understanding of the National Youth Workers Network Aotearoa Code of Ethics. <https://arataiohi.org.nz/publications/code-of-ethics/>
- Knowledge and understanding of the Oranga Tamariki Act (1989) and other relevant legislation. <https://www.legislation.govt.nz/act/public/1989/0024/latest/DLM147088.html>

**All BGI youth workers are responsible for providing quality youth development and mentoring support in the all BGI programmes as needed. Specifically, you will provide support to:**

Youthworkers in the TwT space at BGI will be expected to:

- Work with key staff, teachers, young people and whānau as required to lead, plan implement, debrief and evaluate engaging youth in a way that caters to the needs of the young people, particularly rangatahi Māori.
- Identify the needs of the young people, and plan activities and conversations that help the YW mentor and develop the young people. This includes daily monitoring of emotional wellbeing and consistent communication with leadership team for pastoral recording.
- Have an ABL plan for the year, term and week and clearly communicate this workload and priorities to the TwT Leadership Team
- Keep up to date records to show planning and evaluation is ongoing. Prepare for conversations about this with the TwT Leadership Team
- Coordinate activities when asked, including all planning, facilitating (lead), debriefing and reporting requirements.
- Support teaching staff by acting as a teacher aide around set activity. Learning alongside the student is encouraged.
- Be part of onboarding interviews and get support paperwork and expectations communicated clearly to applying ākonga. Debriefing these interviews to Leadership team who will follow up on official enrolments.
- Connect and liaise with BGI staff for bookings and food support as needed and in a timely and respectful manner.
- Engage with teachers (for programs linked to schools) to build strong trusted relationships in the school, and maintain good relationship with the schools on behalf of BGI.
- Help ensure all enrolments and consent forms are completed and recorded and held on file for ease of use in conjunction with the Leadership Team.
- Understand and maintain the confidential database of young people's information that includes names, age, ethnicity, iwi/hapu affiliation and gender, needs identified and other notes that support mentoring and youth development. Keep records in a way that they are accessible to the Leadership Team and Youthwork Manager and other staff as needed.

- Ensure Collaborative Action Plans and pastoral information are updated and accessible to Leadership Team and YW Manager as required.
- Provide regular progress reports to Leadership Team for the Board when required, that include future plans, expenditure, programme goals and outcomes.
- Leave BGI spaces tidy and clean and ready for the next programme/Event – includes dishes, car clean and lock up when needed.
- Work with external agencies when required and represent BGI at any meetings relating to the role.
- Follow up actions from debrief sessions or any incidents. Incident reporting to Director, Leadership Team, Operations Team Lead and/or Youthwork Manager as soon as it happens.
- Ensure good records (written and photographic) are taken at each session for use for future funding reporting and applications. Making sure to know where permission is given and/or seeking permission from people in the photograph.
- Ensure all RAM's/H&S forms are completed, utilised and understood before undertaking activities and a lead is assigned to this.
- Look for opportunities for BGI collaboration and partnership.
- Work collegially with BGI staff to ensure the young people are safe and cared for.
- When programmes are cancelled or are finishing, ensure clear and timely communications with young people, schools, whānau, YW Manager and other BGI staff are completed to maintain positive and respectful relationships. This includes letting kitchen know when kai is not needed for programmes, preferably at least the day before, but longer if wānanga or noho.
- When programmes are not in session, have been cancelled or during holidays, support BGI with other programmes: including but not limited too, Sports Break: as directed by Leadership Team and/or Youth Work Manager.
- Hours: Mon -Thurs 9:30-1pm onsite with young people  
     Fri – 12-3pm offsite with young people  
     Mon – 1pm-3pm Cooking with young people  
     Wed – 1pm-3pm Offsite Gym sessions with young people

Average work day = 9-4pm with 30 minute break; 6.5 hours