



**JOB VACANCY – YOUTH & COMMUNITY WORKER  
for SLOUGH’S CULTURAL REVIVAL PARTNERSHIP & YES**

| <b>Vacancy Details</b>   |   |  |
|--|---|--|
| <b>Vacancy Title</b>   | Youth and Community Worker – Slough Arts & Culture  |  |
| <b>Employer Name</b>   | Resource Productions CIC  |  |
| <b>Employer Address</b>  | 27 Church Street, Slough SL1 1PL  |  |
| <b>Contact Name</b><br><i>Please only contact us if you are serious about the role and want to discuss something specific!</i>   | <b>First Name</b>   | Siobhan  |
|  | <b>Surname</b>  | Hardy  |
|  | <b>Position</b>   | Training and Development Manager   |
|  | <b>Telephone</b>  | 01753553374  |
|  | <b>Email Address</b>  | <a href="mailto:Skills@resource-productions.co.uk">Skills@resource-productions.co.uk</a> |
| <b>Role summary</b>  | To lead youth and community outreach, plan and facilitate workshops, meetings and events. Manage administration for YES: Youth Engagement Slough meetings and facilities. This post forms part of ‘Slough’s Cultural Revival Partnership’ and requires an interest in the Arts. (See Job Description for further details)   |  |
| <b>What we are after</b>   | We are looking for someone who is passionate about youth and community work, with a positive, can-do attitude. You’ll be a team player, committed to making a difference in the Slough community and engaging local young people and adults in cultural activities and opportunities that enrich their lives and support their careers.   |  |
| <b>Wage</b>  | £27k FTE – FIXED TERM CONTRACT JULY - DEC 2025  |  |
| <b>Working Week</b>  | Full-time/Flexible: c9am – c5pm (includes 1-hour unpaid lunch break). Some evenings and weekends essential.   |  |
| <b>Future prospects description</b>  | As part of this role, you will have the opportunity to progress in youth engagement, workshop facilitation, training, community outreach, arts, film & culture. We encourage ongoing professional development and there is potential to progress beyond contract end.   |  |
| <b>About the Candidate</b>   |   |  |
| <b>Skills required</b>   | Excellent communication skills (In person, over the phone and via email). Confidence in presenting to groups and addressing challenging behaviour. Experience working in youth and community engagement. Ability to work independently and as part of a team. Good organisational skills and time management. Proficiency in using Microsoft Office (Word, Excel) and familiarity with social media platforms for digital engagement. |  |
| <b>Qualifications required</b>   | Relevant qualifications in youth work, community outreach, or similar (desired but not essential). DBS Check (Enhanced) required.   |  |
| <b>Personal qualities</b>  | Positive, enthusiastic, hardworking and committed.<br>Organised, self-motived and adaptable.<br>Understanding of community issues and youth development.<br>Able to work in a dynamic environment.  |  |
| <b>Additional Detail</b>   |   |  |
| <b><u>Equality and Diversity (Equality Act 2010)</u></b><br>We are committed to promoting equality and diversity in all aspects of our work and we welcome applications from all sections of the community. This includes promoting equality in recruitment, training, development, and promotion. |   |  |



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### **Safeguarding**

The successful applicant will be required to undergo an enhanced DBS check. We are committed to safeguarding and promoting the welfare of young people and vulnerable adults. All employees must adhere to our safeguarding policies and procedures.

### **Health & Safety**

As part of this role, you will be expected to follow health and safety regulations and conduct regular risk assessments to ensure the safety of participants in all activities and workshops.

### **Data Protection**

In the course of your work, you will handle personal data, including social media duties and CRM system management. You must adhere to data protection guidelines and ensure that all information is managed in compliance with the Data Protection Act 2018

### **Key Dates**

|                            |  |
|----------------------------|--|
| <b>Closing date</b>        | <b>12pm Friday 23<sup>rd</sup> of May 2025</b> |
| <b>Interview dates</b>     | <b>4<sup>th</sup> June 2025</b>                |
| <b>Possible start date</b> | <b>1<sup>st</sup> of July 2025</b>             |

### **How to Apply**

|                         |   |
|-------------------------|---|
| <b>Register with us</b> | <a href="https://resource-productions.co.uk/register">https://resource-productions.co.uk/register</a>             |
| <b>Apply by Email</b>   | Send your application to <a href="mailto:skills@resource-productions.co.uk">skills@resource-productions.co.uk</a> |
| <b>Please send</b>      | <b>A CV &amp; covering letter or link to a video explaining why you would be suitable for this role.</b>          |

**SEE FULL JOB DESCRIPTION OVER PAGE...**



## 31 Job Description 17/03/2025

|                                      |  |
|--------------------------------------|--|
| <b>Job Title</b>                     | <b>Youth and Community Worker</b>  |
| <b>Grade</b>                         | Operational: Officer   |
| <b>Main purposes of job</b>          | To lead Youth and community outreach, plan and facilitate workshops. Manage administration for YES: Youth Engagement Slough meetings and facilities.   |
| <b>Key Objectives</b>                |  |
| <b>1 Outreach and Engagement</b>     | Participate in and support youth and community activities and events in Slough. Raise awareness of community issues and contribute to their solutions. Develop relationships with School, Colleges, Job centres etc. Work with workshop and event leaders to develop targeted engagement with young people, local residents and community groups to increase attendances.  |
| <b>2 Administration</b>              | Undertake administrative tasks including emails, phone calls, maintaining digital and physical registers, managing social media, and entering data into Excel and CRM systems.   |
| <b>3 Facility Management</b>         | Maintain the décor, furnishing, equipment and displays in facilities inc. YES space. Ensure workshop spaces are safe, clean, and accessible. Manage bookings and provide support to the public as required.  |
| <b>4 Marketing</b>                   | Work with the Marketing & Communications officer promoting activities and events through the development and physical distribution of flyers, social media, newsletters and websites, and the co-creation of the youth activity programme.   |
| <b>5 Relationship Management</b>     | Maintain key partnerships with Together as One and SWIPE, co-leads of the YES initiative, and collaborate with local arts organisations via Slough Arts Forum. Represent YES in sector-specific networks such as the Children and Young People Boards, BFI Film Academy Southeast and Screen Berkshire, working with six Berkshire councils alongside Berkshire Film Office. Promote community engagement by encouraging attendance at local forums and events. Additionally, work with the YES and Resource Productions teams to recruit, train, and supervise sessional staff and volunteers, ensuring consistent support and quality of delivery. |
| <b>6 Workshop and Event Delivery</b> | Plan, promote and lead the Young People's Steering Group communicating directly with young people. Co-Lead on weekly workshops and holiday activities with other Workshop Leaders. Act as a workshop, event and production assistant as needed.  |
| <b>7 Resources</b>                   | Maintain, replenish and keep tidy workshop materials, spaces and storage - which include YES spaces, edit suite and basement storage.  |
| <b>8 General</b>                     | In addition, you will be required to undertake any other duties as may reasonably be required.   |
| <b>Responsible for</b>               | <b>Staff/Partners:</b> YES Co-leads and Associates<br><b>Resources:</b> As above   |
| <b>Reporting to...</b>               | <b>Training and Development Manager</b><br>Supported by Head of Training & YES leads   |