**Role title:** Youth Work Assistant

**Organisation name:** Spotlight

**Duration of placement:** 6 hours for 6 weeks

**Start date:** January 2021

**End date:** February 2021

**Location:** Langdon Park, 30 Hay Currie St, London E14 6GN / Working From Home

**Interview date(s):** 4th / 5th / 6th November 2020

**Placement Times:** 6 hours a week to be arranged with placement supervisor

**Pay rate:** £10.75 per hour (London Living Wage)

**This job is part of the Middlesex University Students’ Union’s Community Placement Scheme and is only available to current students of Middlesex University. The scheme has been established to ensure students are paid London Living Wage (£10.75) to put your studies or interests to use practically on placements whilst helping the local community. The scheme is designed to boost student employability and increase collaboration within Barnet and beyond.**

**In order to apply, please register at** [**https://www.unitemps.com/**](https://www.unitemps.com/)**.**

**About Spotlight**Spotlight is a creative youth service designed to inspire. Shaped by young people, for young people and it’s all free! Spotlight has state of the art studios, film, design and broadcast facilities with performance, dance, boxing, fashion spaces with a cafe, offices and meeting/one to one rooms. Spotlight holds volunteering at its heart. We offer opportunities for both adults and young people to get involved with the wide-ranging programme of activities, gain experience and have fun.

**About the role**Spotlight have unstructured youth sessions running on Thursdays and Fridays during term time, with space to create, learn to develop skills and hobbies and relax with friends. By completing a placement with us you will be supporting young people’s development and empowering the wider community. You will also be working alongside our large team consisting of staff, volunteers and incredible partners!

We champion the creative arts but we’re interested in all of your life skills and experiences. As long as you’re open to inspire and discover new things we’ll have plenty for you to try out, and we’ll support and work with you to make the most out of Spotlight. These sessions need support from a dedicated team of Youth Work Assistants in order to function at full capacity. Youth Work Assistants will support the core team in delivering activities, encouraging young people to engage in activities and signposting young people to other services if they require further support.

As a Youth Work Assistant with Spotlight, you will be expected to;

* Proactively engage and interact with as many Spotlight Service users as possible, with the view to developing positive relationships with the young people based upon familiarity trust
* Help set up the space in preparation for activities
* Support the core team in delivering sessions/ activities
* Encourage the young people to engage in sessions
* Signpost young people to other services that might prove useful
* Supervise youth spaces
* Engage with learning content to best assist the team
* Work on a bespoke youth-related project across your time at Spotlight, which will be used to develop the Spotlight service and help improve the way we engage with young people. This project will be presented back to the team at the end of placement.
  + Ability to plan and design using both IT and physical methods such as consultation
  + Ability to manage time and attend meetings with your Spotlight supervisor both in person and over Zoom
  + Ability to work independently outside of Spotlight (but within placement hours) to pull together the project

**Skills and experience**

Essential

* A desire to work with young people.
* A desire to work with and enhance the local community.
* Ability to treat others with respect and equality.
* Self-motivated, energetic and enthusiastic.
* Good listening skills.
* Ability to empathise.
* Ability to get on with others and work as part of a team.
* Reliable with good timekeeping skills.
* Good customer service skills.
* Awareness and understanding of confidentiality and when to make referrals.
* Completion of a clear DBS check (MDXSU can assist with and pay for all applications upon placement offer – you will need to undertake this ASAP upon offer of a placement).

Desirable

* An understanding of the local community around Spotlight and the issues facing young people.

**How to apply  
We strongly encourage applicants who are BAME, LGBT+, Women or Disabled students.**  
**Please note the deadline for this application is 1st October 11.59pm. Please upload your CV, and answer the following questions in your cover letter (300 words max per question):**

1. What interests you about this opportunity?

2. Why are you the perfect candidate for this placement?

3. What would you hope to achieve through the placement?

4. Are you currently a student at Middlesex University? If so, what course and year of study are you undertaking?

5. Do you have any convictions, cautions, reprimands, or final warnings we should take into account when applying for a DBS check?

6. Do you have any access requirements or needs that we should be aware of when considering your application and inviting you to interview?

Candidates will be shortlisted based on cover letter and CV.

**Further Information**

We will be completing the shortlisting process as soon as possible following the closing date, and aim to let you know as soon as we can. Please note however that due to the number of applications that the students’ union receives for placement opportunities, we are unable to offer personal feedback on applications. If you are invited to interview, you will receive any interview feedback prior to this. If you need any additional information or if you would like to speak to someone about your application please contact the Community Partnership Coordinator, Sally Bernard, at [s.bernard@mdx.ac.uk](mailto:s.bernard@mdx.ac.uk) or 020 84115009.