



Role: Young Women's Development Worker

We are looking for a Young Women's Development Worker to join our Cambridge based team. We're a small team, and this is a key role. It will suit you if you understand the challenges young women may face and are passionate about providing development opportunities and support.

You will be responsible for the caseload of the young women Turtle Dove Cambridge engage with, and the development of the youth support we offer. This includes both regular referrals and the transition of Alternative Education referrals post engagement from our Alternative Education Programme. This is one of Turtle Dove Cambridge's core services, designed to engage, empower and build confidence in young women aged 14-24 who are or are at risk of being NEET.

This is a part-time role, working 20 hours per week, £25,000 - £27,000 FTE, depending on experience.

Responsibilities:

- Engage a minimum of 40 young women annually
- Run referral meetings, sign-up, training and on-going support of referrals
- Enable transition from our Alternative Education Programme to engagement outside of school so young women can access further support
- Offer young women 1:1 sessions to address barriers to engagement, employment and encourage reflection on distance travelled and skills and achievements gained
- Liaise with and ensure referring agencies and parents/carers are kept informed of engagement and any arising issues they need to know about
- Develop our youth work offering including length of engagement and concreting our peer support offer and participation model through consultation and review with young women and research from other successful organisations
- Provide risk assessments and ensure safeguarding of the young women
- Conduct regular reviews to gather data on outcomes of the young women engaging with our service
- Signpost and refer to specialist services if needed
- Run regular open training sessions that all young women can access on topics such as work readiness, addressing sexual harassment in the workplace, customer service, interviewing skills, food safety, budgeting, running your own business and more
- Run regular peer support activities such as socials, Time Credits spends and confidence and team building activities
- Engage young women interested in working specific events prior to the event ahead of time to disseminate event information, encourage peer support to attend, addressing individual anxieties and travel needs
- Liaise with the Event Coordinator and Event Staff re. young women attending events, travel needs, individual risks, uniform requirements etc



- Address issues around attendance, engagement and anything else reported back by the Event Coordinator and Event Staff from work experience engagement
- Establish focus groups/a participation panel and individual interviews with participants to further understand the background of participants, the role of the programme in increasing opportunities, employability and skills
- Write references for jobs, training, education or voluntary work for young women
- Distribute Turtle Dove Communication to young women around opening times, the holiday seasons and Turtle Dove certificates of participation and achievement
- Gather and write case studies with the Comms Co-ordinator that we can share with our partners, on social media, in funding reports and more
- Pioneer a young women's network to support further employment opportunities
- Engage with regular safeguarding/reflective sessions run by Turtle Dove Cambridge's Safeguarding consultant
- Maintain up to date records on our systems, running monthly reports on engagement and outcomes of young women
- Report to the Managing Director and Directors on Turtle Dove's Youth Work needs and development ideas, feeding into our strategy and vision

You will carry out all of the above activities in accordance with our company values of being:

1. Supportive: we support each other in fulfilling our mission
2. Tenacious: we constantly strive to do the right thing, even if it's difficult
3. Celebratory: we celebrate other people's successes
4. Enabling: we provide the launch pad to enable people to work independently

Please note: this post is restricted to women applicants only and is exempt under Schedule 9, Part 1 of the Equality Act 2010.

**For more information and to apply, email your CV and motivation letter to:
hello@turtledovecambridge.com**

Deadline: Friday 29 March 2024