



JOB DESCRIPTION - HACKNEY QUEST YOUTH WORK INTERN

Post: Youth Work Intern

Reports to: Youth Manager and CEO

Hours: 35 hours per week, including 3 evenings and occasional weekends

Salary: £25,207 per annum (£13.85 per hour)

Leave: 25 days per annum (plus bank holidays)

Contract: 12 month fixed term (March 2025 – March 2026)

ABOUT HACKNEY QUEST

We are a youth and community charity, established in 1988 and our aim is to support young people aged 8–25 through our youth engagement, youth leadership, mentoring, volunteering, employment and counselling services. We provide a safe and trusted environment, good role models and opportunities for young people from all backgrounds to thrive and reach their potential.

As our programme continues to grow and engage more and more young people, the Youth Work Intern will support our Youth Manager with planning and delivering our youth programme. We recently expanded our youth programme and this would be an exciting time for an intern to be involved in its development. The role is varied including a wide range of activities including planning and development, direct youth work and will give the intern scope to bring their own passions and skills to the role.

AIMS OF THE ROLE

- Work directly with young people to help them overcome challenges and thrive.
 - Assist in planning and delivering engaging youth activities alongside the youth work team.
 - Support Hackney Quest's social media presence and youth engagement.
 - Carry out administrative tasks to support the youth programme.
 - Join the Jack Petchey Internship Programme, receiving professional development opportunities, training, and mentorship.
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KEY RESPONSIBILITIES

Support of the Youth Programme

- Assist in planning and developing three afternoon/evening youth sessions each week during term time, working closely with the youth manager, youth workers, and volunteers.
- Support the youth team and volunteers on trips and activities during school holidays, ensuring young people are engaged, safe, and have a positive experience.

- Collaborate with the youth manager to plan holiday programmes, including budget monitoring, contacting members, and creating activity forms and sign-up sheets.
 - Contribute to the growth and management of Hackney Quest's social media presence.
 - Foster good relationships with the youth work team, including youth workers and volunteers, to ensure a cohesive and supportive working environment.
 - Communicate with young people and their families about upcoming sessions via WhatsApp/text and email.
 - Maintain accurate attendance records and monitor progress using the Views CRM system.
 - Ensure that risks are minimized through regular, thorough risk assessments and reporting.
 - Support the implementation of HQ boundaries, behaviour expectations, and schemes of appreciation and awards.
 - Encourage young people to explore their local community and beyond, supporting their personal growth and aspirations.
 - Assist with the planning and coordination of food for weekly youth club sessions, including grocery shopping when necessary.
 - Develop practical youth work experience and support at Hackney Quest, along with professional development through the Jack Petchey Internship Programme and personal training bursary.
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GENERAL REQUIREMENTS

- Participate in establishing good youth work practice with staff and volunteers, attending relevant training programmes for professional development.
- Assist in the promotion of Hackney Quest, its aims, and objectives.
- Attend monthly team meetings and contribute to discussions and planning.
- Represent Hackney Quest at relevant meetings and events as required.
- Take responsibility for your timekeeping, reflective practice, and administrative tasks.

Person Specification: Jack Petchey Youth Work Intern at Hackney Quest

Role Title: Youth Work Intern

Programme: Positive Youth Engagement Programme

Location: Hackney Quest, Hackney, London, E9

Reporting to: Youth Manager

Qualifications & Education

Essential:

- Minimum of 5 GCSEs (or equivalent), including English and Mathematics
- Higher education qualifications such as A'Level and/or BTEC
- Willingness to undertake relevant training for the role

Desirable:

- Qualifications or courses related to youth work, social work, or community engagement
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Experience

Essential:

- Experience (voluntary or paid) working with young people, particularly in community, educational, or youth settings
- Demonstrated commitment to supporting the personal development of young people

Desirable:

- Experience in planning and delivering youth engagement activities, events, or workshops
 - Experience of working in diverse and underserved communities
 - Experience collaborating with volunteers, schools, voluntary sector, or local authorities
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Skills & Abilities**Essential:**

- Strong interpersonal and communication skills, with the ability to engage and build positive relationships with young people from a diverse range of backgrounds
- Ability to work both independently and as part of a team
- Excellent organisational, administrative, and time management skills, with the ability to prioritise tasks effectively
- Creative problem-solving skills and adaptability in a fast-paced environment
- Digital and social media skills

Desirable:

- Group facilitation skills, especially for workshops or peer-led activities
 - Knowledge of safeguarding and child protection procedures and policies
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Personal Qualities**Essential:**

- Passion for working with young people and supporting their development
 - Positive and proactive attitude, with a strong willingness to learn and face new challenges
 - Empathy and patience, especially in engaging young people facing personal or family challenges
 - Commitment to Hackney Quest's values of equality, diversity, inclusion, community engagement, and youth empowerment
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Additional Requirements**Essential:**

- Commitment to Hackney Quest's mission to foster positive relationships between young people and the wider community
 - Willingness to work evenings and some weekends as needed
 - A valid enhanced DBS check (or willingness to undergo one)
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Equal Opportunities

Hackney Quest is committed to equal opportunities and encourages applications from individuals of all backgrounds, especially those from underrepresented groups.

POLICY REQUIREMENTS**Data Protection and Confidentiality**

As a Youth Work Intern, you will be expected to handle personal information responsibly, adhering to data protection laws such as GDPR. You must ensure all data is processed securely and confidentially, for the purposes for which it was collected, maintaining confidentiality at all times. Respecting the privacy of individuals is essential, and safeguarding the trust of the young people and families we support is paramount.

Equality, Diversity, and Inclusion (EDI)

Hackney Quest is committed to creating an inclusive and equitable environment where all individuals are

valued and respected. As a Youth Work Intern, you will contribute to fostering a culture of belonging by supporting young people from diverse backgrounds and ensuring all our programmes are accessible and reflective of the communities we serve. We actively encourage applications from underrepresented groups to build a more diverse and inclusive team.

Safeguarding

Hackney Quest is committed to promoting the welfare and safeguarding of young people. As a Youth Work Intern, you will be required to follow all safeguarding policies and procedures to ensure the safety and well-being of young people at all times. You will receive training in safeguarding and will be expected to report any concerns in accordance with our policies, creating a safe and supportive environment for all involved in our programmes.

About the Jack Petchey Internship Programme

The Jack Petchey Internship development programme is designed for young people who are leaving further or higher education and starting out in the youth/charity sector - or young people who have done one or two years of employment and are looking to transfer into, or take their next career step in, the youth/charity sector. Jack Petchey Foundation provides funding to support young people in London and Essex and we would therefore expect applicants to have a strong connection with London or Essex and ideally be currently living in the area.

How to apply

Send your **completed application form, CV, and 2 page cover letter** outlining how your experience and skills make you suitable for the role to janita@hackneyquest.org.uk by **11pm Sunday, 2nd February 2025**.

Start your career in youth work—join Hackney Quest and the **Jack Petchey Internship Programme!**