

Job Description

Job Title	Youth Support Worker (assisting)
Grade	JNC assisting range, points 5-6
Reporting To	Team Leader
JD Ref	PC

Purpose

The Youth Support Worker contribute towards the delivery and development of a Youth Hub and/or Club project. The Youth Support Worker under the direction of the Team Leader will ensure that the Youth Work programme is targeted to those young people who are vulnerable and at risk, and provides an exciting outcome-based programme which meets the needs of young people. The post holder will take an active role in the Youth & Play Service's early help and prevention offer, including receiving, prioritising and completing work allocated through the Team Leader and wider service's processes.

Main Duties and Responsibilities

Behavioral:

- Enjoy, achieve, create impact, and thrive in the role and organisation.
- Live our values in the role and organisation.
- Work as an effective and reflective practitioner and in so doing evaluate own values, priorities, abilities and performance.

Communication, Engagement and Training:

- Assist in the development, of youth work opportunities for young people.
- Promote and publicise youth work opportunities.
- Delivery youth work that is targeted towards those young people who require early intervention and prevention.
- Participate and contribute to Youth Support development.
- Support the project in ensuring that young people are actively involved in the design, delivery and governance of the project and other local community processes.

Data Analysis and Decision-Making:

- Record the work of the project and provide data which contributes to locality and/or Youth Support reports, performance indicators, benchmarks and other information systems.

Compliance:

- Adhere to and comply with all relevant corporate policies and procedures including Health & Safety, General Data Protection Regulations (GDPR), Corporate Governance and Code of Conduct.
- Support the health and safety and maintenance of any property, vehicles or resources assigned to the project.
- Follow safeguarding procedures and report concerns to Team Leader.

Other:

- Any other duties commensurate with the grade.

Role Specific Knowledge, Experience and Skills

- Knowledge of what is required to deliver regular face to face youth work with young people aged 11 to 19 years.
- Ability to develop and maintain effective relationships and communications with young people, other agencies and service providers.
- Have a clear understanding of equal opportunity and its importance in relation to youth work practice.
- Understanding and knowledge of safeguarding.
- Understanding of national and local initiatives affecting young people, and the current youth work policy agenda.
- Good communication skills with adults and young people, particularly those young people who are harder-to-reach and/or disaffected.
- IT and report writing skills.
- Ability to provide a targeted youth work offer to those young people who are vulnerable and harder-to reach and in need of an early help intervention.
- Previous experience of a youth project. - *Desirable*
- Experience of practice recording and report writing to demonstrate outcomes of service delivery with young people. - *Desirable*
- Knowledge of effective use of youth work practice recording forms. - *Desirable*
- Understanding of youth work curriculum development and ability to apply in practice. - *Desirable*
- Knowledge of importance of teamwork. - *Desirable*
- Knowledge of health, safety, and other legal responsibilities inherent when offering a service to young people. - *Desirable*
- Ability to work under pressure and meet deadlines. - *Desirable*



Additional Information

Exercise emotional intelligence and demonstrate a developing emotional resilience in relation to the job.

Required to work outside office hours to meet the needs of children, vulnerable adults, and families, therefore, must be flexible and available to work weekends and up to eight evenings per fortnight, in particular, Friday & Saturday evenings.

NOTE:

The job role holder may be required to undertake other reasonable duties commensurate with the job role descriptor grade as directed by the Head of Service.

This job role descriptor will be reviewed regularly and may be subject to amendment or modification at any time after consultation with the post holder. It is not a definitive statement of procedures and tasks, but sets out the main expectations of the Service in relation to the post holder's responsibilities and duties.

Elements of this job role descriptor and changes to it may be amended in light of organisational and service requirements.

Health & Safety Considerations:

- Work with VDUs (Video Display Unit) (>5hrs per week)
- Working with children

Approved By: Lindsay Davidson, Senior Manager
Date Of Approval: November 2017

