

<b>Job Description</b>		
<b>Title</b> Youth Worker	<b>Department:</b> Children, Families Cultural Services	<b>Post Ref</b> <b>Add Ref</b>
<p><b>Job Purpose</b></p> <p>Ensure all young people are kept safe and vulnerable young people are offered access to early help or referrals to safeguarding through the Early Help Unit, MASH or Emergency Duty Team.</p> <p>Responsible for the work of the unit including staff (including volunteers), and all other aspects of its operation. running to the NCC Youth Work Delivery Standards</p> <p>Works directly with young people for a minimum of four two and a half hour directed evening/weekend sessions and least three hours of contact work per week with small groups to develop their social education by delivering programmes of early help activities and services alongside other staff or in a lone youth working situation.</p> <p>Works with other agencies, bodies and community organisations</p> <p>Contributes to the effective performance of the wider team by taking on specific delegated areas of management responsibility as agreed with the Line Manager.</p> <p>Managers the Building, Mobile or project including all aspects of Health &amp; Safety, Finance and day to day repairs</p> <p>To work during the agreed opening pattern of the Youth Service</p>		
<p><b>Key Responsibilities</b></p> <ol style="list-style-type: none"> <li>1. Responsible for the planning, development, delivery, evaluation and recording (QES) of all youth work practice of the the Unit</li> <li>2. Responsible for the range, extent and quality of youth work in the designated area of responsibility, including the performance of all the unit and the Health &amp; Safety and Safeguarding of Young People.</li> <li>3. Take the role of lead youth work practitioner within the Unit, preparing the unit for operation before Youth Support Workers report for duty, demonstrating a high level of professional conduct and behaviour, and acting as a role model, particularly in terms of work around youth engagement and equal opportunities</li> </ol>		<p><b>Key Accountabilities</b></p> <ol style="list-style-type: none"> <li>1. Ensuring the unit in the designated area of responsibility keep appropriate records of planned work and work undertaken, meet agreed targets and complete quality assurance requirements</li> <li>2. Ensuring the development and implementation of strategies to celebrate diversity and promote anti-oppressive values and attitudes within the unit in the designated area of responsibility</li> <li>3. Ensuring work undertaken within the unit in the designated area of responsibility complies with health and safety requirements and safeguarding procedures</li> <li>4. Taking responsibility of the premises as appropriate including: taking the role of Nominated Property Contact, day to day organisation and administration, upkeep and</li> </ol>

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| <ol style="list-style-type: none"> <li>4. Perform management responsibilities within the team including management of the Building/Mobile and acting as Nominated Property Contact. This will include some janitorial duties</li> <li>5. Responsible for the financial management of the Unit including banking of all income and expenditure via a Purchase Card in line with NCC Procedures and using the BMS system</li> <li>6. Responsible for the management of designated staff including: supervision, Performance and Development Review, development of youth work practice, and guide and support in directed training.</li> <li>7. Ensure staff in the designated area of responsibility are aware of and observe relevant policies, procedures and practices</li> <li>8. Contribute to the effective performance of the wider team, including participating in the annual operational planning process, the achievement of targets and attending wider team meetings.</li> <li>9. Liaise with voluntary sector, other organisations, agencies and community groups to initiate, monitor and review the development and provision of positive activities</li> <li>10. Take responsibility for your own professional development by attending supervision, performance and development reviews, undertaking training as agreed with your line manager, and attending meetings and conferences as directed</li> <li>11. Ensure the unit has a young people's participation structure for programme planning and resource management.</li> </ol> | <ol style="list-style-type: none"> <li>5. Ensuring all staff in the designated area of responsibility are aware of and observe relevant financial regulations. To take responsibility for banking all income and ensure the financial viability of the unit.</li> <li>6. Ensure a communication strategy is in place for all staff</li> <li>7. Be responsible for liaising with the Unit's Young people's Committee about the programme planning and resource management.</li> <li>8. Accountable for the income and expenditure of the unit in line with NCC financial procedures</li> <li>9. Be responsible for liaising with the management committee if applicable, attending meetings and providing reports as necessary</li> </ol> |
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**The post holder will perform any duty or task that is appropriate for the role described**

<b><i>Person Specification</i></b>	
<p><b><i>Education and Knowledge</i></b></p> <ol style="list-style-type: none"> <li>1. Hold a nationally recognised Level 5 (or equivalent) JNC Youth Work Qualification.</li> <li>2. Understanding of the modern context of youth work and the issues and developments arising within it</li> <li>3. Understanding of the professional conduct required of a youth worker inside and outside work and the reason for upholding an appropriate standard of behaviour</li> </ol>	<p><b><i>Personal skills and general competencies</i></b></p> <ol style="list-style-type: none"> <li>4. Sets an excellent example of customer care for other staff.</li> <li>5. Effectively sets direction for a team providing motivation for all to deliver high performance.</li> <li>6. Anticipates customer needs to provide excellent service continually striving to improve efficiency and effectiveness</li> <li>7. Sets challenging targets for performance for the team as well as delivering a high degree of personal effectiveness</li> <li>8. Ensures the Council's policies for fairness and respect are delivered including setting high personal standards</li> <li>9. Takes an active role in managing risk, health and safety and safeguarding issues</li> </ol>
<p><b><i>Experience</i></b></p> <ol style="list-style-type: none"> <li>10. Experience of informal youth work with young people</li> <li>11. Experience of early help work with young people.</li> <li>12. Experience of planning, developing, delivering, evaluating and recording programmes of youth work and oversee staff teams undertaking this task. Able to complete the necessary quality assurance requirements including use of the QES system.</li> <li>13. Experience of producing and presenting reports and information in a range of mediums and in an appropriate manner</li> <li>14. Experience of enabling the engagement and participation of young people</li> <li>15. Experience of work that celebrates diversity and challenges discriminatory attitudes and behaviours</li> <li>16. Experience of work addressing health and safety issues concerning young people</li> <li>17. Experience of contributing to youth work teams, including an understanding of; induction, supervision, development and</li> </ol>	

<p>appraisal of staff. Have a good understanding of relevant personnel policies and procedures</p> <p>18. Experience of managing youth work premises or mobile provision including day to day maintenance and have an understanding of related health and safety issues</p> <p>19. Experience of financial management and an awareness of financial regulations</p> <p>20. Experience of working in partnership with other agencies and management committees or equivalent</p>	
<p><b><i>Role Dimensions</i></b></p> <p>21. Responsible for the youth work delivery of the unit including all aspects of staff management and induction</p> <p>22. Responsible for the safeguarding of young people and staff</p> <p>23. To take management and financial responsibilities for the Unit, including all banking</p> <p>24. Responsible for Health and Safety of the unit and work including the role of Nominated Property Contact and day to day maintenance.</p> <p>25. Responsible for the management, supervision and support of Youth Support Workers and Volunteers working in the designated area of responsibility</p> <p style="text-align: right;"><i>Please attach a structure chart</i></p>	