

Title Youth Worker JNC: Unqualified Point 16 - 19 (£28,001 to 30,364 pro rata). Qualified Point 20 - 23 (£31,152 to £34,015 pro rata).	Department Children Families & Cultural Services	Post Ref.
Job Purpose <ul style="list-style-type: none"> • 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. • Responsible for the work of the unit including staff (including volunteers), and all other aspects of it's operation in line with NCC Youth Work Delivery Standards and Statement of Purpose. • Works directly with young people for a minimum of four (two and a half hour) directed evening/weekend sessions, and least five hours of contact work per week with small groups to develop their social education by delivering programmes of focused youth work intervention, activities and services alongside other staff and partners, or in a lone youth working situation where appropriate and risk assessed. • Works with other agencies, bodies and community organisations • Contributes to the effective performance of the wider team by taking on specific delegated areas of management responsibility as agreed with the Line Manager • Building, mobile(s) or focused countywide project responsibility including all aspects of Health & Safety, Finance, and taking appropriate corrective action to ensure business continuity. • To work during the agreed operating pattern of the Youth Service (Countywide projects may need to operate outside of the fixed closure to respond to the needs of young people and the Service). 		
Key Responsibilities <ol style="list-style-type: none"> 1. Responsible for the planning, development, delivery, evaluation and recording (QES) of all youth work practice of the the Unit/are of responsibility. 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 & Safety and Safeguarding of Young People. 	Key Accountabilities <ol style="list-style-type: none"> 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. 2. Ensuring the development and implementation of strategies to celebrate diversity and promote anti- 	

<ol style="list-style-type: none"> 3. Take the role of lead youth work practioner 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. 4. Perform management responsibilities within the team including management of the Building/Mobile/Focused Countywide project and acting as Nominated Property Contact. This will include some janitorial duties. 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. 6. Responsible for the management of designated staff including: supervision, Performance and Development Review, development of youth work practice, and supporting directed training. 7. Ensure staff in the designated area of responsibility are aware of and observe relevant policies, procedures and practices. 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. 9. Liaise with voluntary sector, other organisations, agencies and community groups to initiate, monitor and review the development and provision of positive activities. 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. 11. Ensure the unit has a young people's participation structure for programme planning and resource management. 	<p>oppressive values and attitudes within the unit in the designated area of responsibility.</p> <ol style="list-style-type: none"> 3. Ensuring work undertaken within the unit in the designated area of responsibility complies with health and safety requirements and safeguarding procedures. 4. Taking responsibility of the premises/mobile/focused countywide project as appropriate including: taking the role of Nominated Property Contact, day to day organisation and administration, upkeep and maintenance, meeting health and safety requirements, and the use and booking of premises by other users. 5. Ensuring all staff in the designated area of responsibility are aware of and observe relevant financial regulations. 6. To take responsibility for banking all income and ensure the financial viability of the unit. 7. Ensure a communication strategy is in place for all staff 8. Be responsible for liaising with the unit's Young People's Committee about the programme planning and resource management. 9. Accountable for the income and expenditure of the unit in line with NCC financial procedures. 10. Be responsible for liaising with the management committee if applicable, attending meetings and providing reports as necessary.
The post holder will perform any duty or task that is appropriate for the role described	
Person Specification	
<i>Education and Knowledge</i>	<i>Personal skills and general competencies</i>

<ol style="list-style-type: none"> 1. Hold a nationally recognised Level 6 (or equivalent) JNC Youth Work qualification. 2. Where appropriate some posts maybe identified as a Youth Worker – Worker in Training post. In such cases, applicants must be capable of gaining a nationally recognised Level 6 (or equivalent) JNC Youth Work qualification as a worker in training within four years of appointment. NB unqualified post holders will be paid as worker in training and will be capable of undertaking the duties required through experience and hold a level 3 Youth Work qualification (or have current evidence of being enrolled on a Level 3 Youth Work training course). 3. Understanding of the modern context of youth work and the issues and developments arising within it. 4. Understanding of the professional conduct required of a youth worker inside and outside work and the reasons for upholding an appropriate standard of behaviour. 	<ol style="list-style-type: none"> 1. Sets an excellent example of customer care for other staff. 2. Effectively sets direction for a team providing motivation for all to deliver high performance. 3. Anticipates customer needs to provide excellent service continually striving to improve efficiency and effectiveness 4. Sets challenging targets for performance for the team as well as delivering a high degree of personal effectiveness 5. Ensures the Council's policies for fairness and respect are delivered including setting high personal standards 6. Takes an active role in managing risk, health and safety and safeguarding issues.
<p style="text-align: center;"><i>Experience</i></p> <ol style="list-style-type: none"> 5. Experience of informal youth work with young people. 6. Experience of early help work with young people. 7. Experience of planning, developing, delivering, evaluating and recording programmes of youth work and overseeing staff teams undertaking this task. Able to complete the necessary quality assurance requirements including use of the QES system. 8. Experience of producing and presenting reports and information using a range of methods, and in an appropriate manner. 9. Experience of enabling the engagement and participation of young people. 10. Experience of work that celebrates diversity and challenges discriminatory attitudes and behaviours. 11. Experience of work addressing health and safety issues concerning young people. 12. Experience of contributing to youth work teams, including an understanding of; induction, supervision, development and appraisal of staff. 	

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| <ul style="list-style-type: none"> 13. Have a good understanding of relevant personnel policies and procedures. 14. Experience of managing youth work premises or mobile provision including day to day maintenance and understand health and safety related issues and how to address them. 15. Experience of financial management and an awareness of financial regulations. 16. Experience of working in partnership with other agencies and management committees or equivalent. | |
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Role Dimensions

- 17. Responsible for the youth work delivery of the unit including all aspects of staff management and induction.
- 18. Responsible for the safeguarding of young people and staff.
- 19. To take management and financial responsibilities for the Unit, including all banking.
- 20. Responsible for Health and Safety of the unit and work including the role of Nominated Property Contact and day to day maintenance.
- 21. Responsible for the management, supervision and support of Youth Support Workers and Volunteers working in the designated area of responsibility.

Please attach a structure chart

Date 18/03/2021