

<b>Job Description</b>			 <b>Nottinghamshire County Council</b>
<b>Title</b> <b>Youth Support Worker in Charge</b> <b>JNC:</b> <b>Unqualified Point 11-14</b> <b>(£22,558 to £25,729 pro rata)</b> <b>Qualified 13-16 (£24,636 to £27,252 pro rata)</b>	<b>Department:</b> <b>Children, Families Cultural Services</b>	<b>Post Ref</b>	
<b>Job Purpose</b> <ul style="list-style-type: none"> <li>• 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</li> <li>• Responsible for the work of the unit on specified sessions, including first line management responsibility for staff (including volunteers), and all other aspects of it's operation in line with NCC Youth Work Delivery Standards and Statement of Purpose.</li> <li>• Works directly with young people as specified during evening/weekend sessions and as per agreed operating pattern of the Youth Service.</li> <li>• Works with other agencies, bodies and community organisations.</li> <li>• Managing, performing and ensuring the discharge of administrative duties on their sessions in line with NCC procedures, including budget control, record keeping and health and safety.</li> </ul>			
<b>Key Responsibilities</b> <ol style="list-style-type: none"> <li>1. Responsible for the planning, development, delivery, evaluation and recording (QES) of their sessions youth work practice</li> <li>2. Responsible for the range, extent and quality of youth work in the designated area of responsibility, including the performance of the sessions and the Health &amp; Safety and Safeguarding of Young People.</li> <li>3. Take the role of lead youth worker within the session, 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>		<b>Key Accountabilities</b> <ol style="list-style-type: none"> <li>1. Responsible for keeping appropriate records of planned work and work undertaken, meeting agreed targets and completing quality assurance requirements.</li> <li>2. Ensuring the development and implementation of strategies to celebrate diversity and promote anti-oppressive values and attitudes within their planned programme of work.</li> <li>3. Ensuring work undertaken complies with health and safety requirements and safeguarding procedures.</li> <li>4. Taking responsibility of the premises/mobile/focused countywide project as appropriate, day to day organisation</li> </ol>	

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<ol style="list-style-type: none"> <li>4. Responsible for financial management of the session including all income and expenditure in line with NCC Procedures.</li> <li>5. Responsible for the management of designated staff including: supervision, Performance and Development Review, development of youth work practice, supporting directed training.</li> <li>6. Ensure staff in the designated area of responsibility are aware of and observe relevant policies, procedures and practices.</li> <li>7. Contribute to the effective performance of the wider team, including participating in the annual operational planning process, the achievement of targets.</li> <li>8. Liaise with voluntary sector, other organisations, agencies and community groups to initiate, monitor and review the development and provision of positive activities.</li> <li>9. 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>10. Ensure the sessions have a young people's participation structure for programme planning and resource management.</li> </ol>	<p>and administration, upkeep and maintenance, meeting health and safety requirements.</p> <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.</li> <li>6. Ensure a communication strategy is in place for all staff within their span of control.</li> <li>7. Accountable for the income and expenditure of the sessions in line with NCC financial procedures</li> <li>8. Be responsible for liaising with the management committee if applicable, attending meetings and providing reports as necessary.</li> </ol>
<p><b>The post holder will perform any duty or task that is appropriate for the role described</b></p>	

<p><b><i>Person Specification</i></b></p>	
<p><b><i>Education and Knowledge</i></b></p> <ol style="list-style-type: none"> <li>1. To hold a Local Youth Work Level 3 qualification or be in full agreement to gain one as a worker in training in their own time within two years of appointment. NB unqualified post holders will have a Local Youth Work Level 2 qualification and will be paid as a worker in training. The expectation is that postholders will be capable of undertaking the duties required through experience. Unqualified candidates (at the time of application) will either be undertaking a Level 3 Youth Work</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> </ol>

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<p>qualification or have current evidence of being enrolled on a Level 3 Youth Work training course.</p> <ol style="list-style-type: none"> <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 reasons for upholding appropriate standards of behaviour.</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 overseeing staff teams undertaking this task. Able to complete the necessary quality assurance requirements including use of the QES system.</li> <li>13. Experience of enabling the engagement and participation of young people.</li> <li>14. Experience of work that celebrates diversity and challenges discriminatory attitudes and behaviours.</li> <li>15. Experience of work addressing health and safety issues concerning young people.</li> <li>16. Experience of contributing to youth work teams, including an understanding of; induction, supervision, development and appraisal of staff.</li> <li>17. Have a good understanding of relevant personnel policies and procedures</li> <li>18. An understanding of managing youth work premises or mobile provision and understand health and safety related issues and how to address them.</li> <li>19. An understanding of financial management and an awareness of financial regulations.</li> <li>20. An understanding of working in partnership with other agencies and management committees or equivalent.</li> </ol>	<ol style="list-style-type: none"> <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>

***Role Dimensions***

21. Responsible for the youth work delivery of the unit including all aspects of staff management and induction.
22. Responsible for the safeguarding of young people and staff in the designated area of responsibility.
23. To take management and financial responsibilities for the Youth Work sessions in the designated area of responsibility.
24. Responsible for all aspects of Health and Safety for the sessions in the designated area of responsibility.
25. 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 25/06/19