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| <b>Job Description</b>  |   |  |  |
| <b>Title</b><br>ASSIST - Young Person's Coach   | <b>Department:</b><br>Youth, Family & Cultural Division | <b>Post Ref</b><br>Youth Worker professional range   |  |
| <b>Job Purpose</b><br>This post will contribute to tackling inequalities in health through promoting and supporting the benefits of being smoke free to groups of 12-13 year old children. It focuses on engaging with children and schools offering them practical support to change their behaviour to improve their health.<br><br>The post holder will deliver the Evidence to Impact -ASSIST programme in schools to include liaising with key stakeholders, organising and delivering the training programme and keeping accurate training records for quality assurance purposes.<br><br><b>The post holder will be required to travel throughout the county.</b>  |   |  |  |
| <b>Key Responsibilities</b><br><br><ol style="list-style-type: none"> <li>1. Prepared and able to attend a 3 day ASSIST training course on 5<sup>th</sup>, 6<sup>th</sup> &amp; 7<sup>th</sup> August 2019.</li> <li>2. To deliver ASSIST training as and when required based on availability.</li> <li>3. To establish and maintain effective and proactive communication links with schools involved in the programme as well as other trainers at all times.</li> <li>4. Maintain solid communication links with both internal and external stakeholders.</li> <li>5. Provide and receive highly complex information, requiring developed persuasive, motivational, negotiating, training and re-assurance skills.</li> <li>6. Deliver training where there are significant barriers to acceptance which need to be overcome using highly developed interpersonal and communicational skills.</li> <li>7. To administrate the ASSIST programme within the allocated schools, which will involve, communication with schools, ensuring</li> </ol> |   | <b>Key Accountabilities</b><br><br><ol style="list-style-type: none"> <li>1. Ensure that the ASSIST is accessible to young people partaking in the scheme</li> <li>2. To deliver ASSIST programme according to manual provided by Evidence to Impact.</li> <li>3. Ensure that ASSIST follows procedures for for health and Saftey including safeguarding.</li> <li>4. To utilise all relevant core information systems to monitor the scheme and all financial transactions in connection with maintaining expenditure records and the management of delegated budgets</li> <li>5. To comply with the current NCC procedures relating to the processing of comments and complaints</li> <li>6. The postholder will be expected to use appropriate administrative information systems, maintain confidentiality and observe data protection guidelines</li> </ol> |  |

that all relevant systems and processes are followed and that the associated paperwork is accurately completed, creating and maintaining contact lists and records, ensuring that course materials are up to date and complete at all times, recording attendance at each stage of the training, and ensuring that all evaluation is completed.

8. To liaise with external organisations as appropriate in relation to the development and delivery of the ASSIST programme
9. To collate and update information relating to the provision of the ASSIST programme, including advertising and publicity.
10. To attend relevant meetings, induction and training.

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**The post holder will perform any duty or task that is appropriate for the role described**

***Person Specification***

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| <p><b><i>Education and Knowledge</i></b></p> <ol style="list-style-type: none"> <li>1. Comprehensive knowledge of health-related topics relevant to young people, preferably tobacco.</li> <li>2. Comprehensive knowledge and understanding of Health and Safety and Safeguarding policies, procedures and responsibilities with particular reference to the Asssit programme</li> <li>3. Knowledge of project planning, delivery and end to end accountability for achieving key objectives</li> <li>4. Working knowledge of Microsoft Office and associated applications</li> <li>5. Understanding of the professional conduct inside and outside work and the reasons 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>1. Skills in adapting organisational and delivery styles in response to analysis of each school.</li> <li>2. Identifying issues and risks for each individual school and ensuring that plans are in place to mitigate potential problems.</li> <li>3. Sets an excellent example of customer care for other staff.</li> <li>4. Required to manage own workload and use initiative when urgent tasks arise, re-prioritising work where necessary.</li> <li>5. Anticipates customer needs to provide excellent service continually striving to improve efficiency and effectiveness</li> <li>6. Sets challenging targets for performance as well as delivering a high degree of personal effectiveness</li> </ol> |
| <p><b><i>Experience</i></b></p> <ol style="list-style-type: none"> <li>1. Experience of working with young people preferably in both formal and informal contexts.</li> <li>2. Experience of delivering training using a range of styles and</li> </ol>  |   |

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| <p>media effectively.</p> <ol style="list-style-type: none"> <li>3. Experience of working with health-related topics relevant to young people, preferably tobacco.</li> <li>4. Experience of planning, developing, delivering, evaluating and recording programmes of work with young people and oversee staff teams undertaking this task. Able to complete the necessary quality assurance requirements.</li> <li>5. Experience of managing the day to day functioning of a large scheme for the benefit of young people</li> <li>6. Experience of working with paid staff and other agencies</li> <li>7. Experience of developing and maintaining effective communication strategies for staff that work in remote settings and out of normal office hours</li> <li>8. Experience of implementing Health and Safety policies, including risk assessments, and giving advice to others on a range of issues</li> <li>9. Experience of financial management and an awareness of financial regulations</li> <li>10. Experience of using computer-based data/information management systems to extract and synthesise management information</li> <li>11. Experience of producing and presenting reports and information</li> <li>12. Experience of managing a range of projects at once and prioritising workload accordingly.</li> </ol> | <ol style="list-style-type: none"> <li>7. Ensures the Council's policies for fairness and respect are delivered including setting high personal standards</li> <li>8. Takes an active role in managing risk, health and safety and safeguarding issues</li> </ol> |
| <p><b><i>Role Dimensions</i></b></p> <ol style="list-style-type: none"> <li>1. To engage with schools, trainers and young people.</li> <li>2. To communicate with individuals about health and health improvement and enable individuals to change their behaviour to improve their health.</li> <li>3. To manage and organise their own time.</li> <li>4. To liaise with key stakeholders, organise and deliver the training programme and keeping accurate training records for quality assurance purposes.</li> <li>5. The post holder will be required to travel throughout the county</li> </ol>   |   |

Date 20.02.19

Tier 6 Senior Practitioner