

Hertfordshire County Council Job Outline



JOB TITLE: Youth Worker (Trainee)
GRADE: JNC 11-14
REPORTS TO: Youth Work Team Leader
TEAM: Children's Services
DEPARTMENT: Services for Young People

Purpose of the Job

To support young people, particularly those who are vulnerable and in targeted localities of need, by providing high quality informal education preventative and early help opportunities to achieve their personal and social development.

To enable young people to make informed decisions, have a place in their community and, ultimately, to reach their potential and make a successful transition to adulthood.

To deliver high quality projects and programmes across the district and area, and in a variety of settings including young people's centres, schools and colleges.

Main Areas of Responsibility

- Work with young people to deliver one to one and group work; daytimes, evenings and residentials, using a planned youth work curriculum to achieve set targets.
- Initiate, plan, market, deliver and evaluate informal education opportunities to improve young people's personal and social skills which result in recorded outcomes in line with Service and contract targets.
- Performance manage a team of youth support workers and volunteers, to plan, deliver, achieve targets and evaluate youth work.
- Establish, maintain and develop effective partnership working with others in HCC Children's Services, borough / district councils and other relevant agencies and organisations in order to plan and deliver personal and social development programmes with clear learning outcomes.

- Establish, contact and develop relationships with young people through a variety of youth work styles and settings, and ensure that staff you manage do the same.
- Ensure that effective needs analysis and action planning, including Families First Assessments, are completed and acted on so that the needs of young people are identified and met.
- Monitor, evaluate and record youth work practice using the Service quality assurance systems and the evaluation and planning process. This includes providing written reports on the progress of specific areas of work.
- Lead on the session briefings, debriefings, evaluations and recordings. Organise regular project staff meetings and attend meetings, forums and events as required.
- Ensure that all delivery that you are responsible for complies with all health and safety and safeguarding requirements.
- Ensure the implementation of all Services for Young People, Children's Services and HCC policies and procedures.
- Ensure that comprehensive and quality Supervision and Performance Management and Development are systematically provided for all staff in your span of control.
- Ensure that you and the staff you manage complete training in line with the Service training strategy and as identified through Supervision and Performance Management and Development.
- Contribute to the recruitment process and appointment of youth support workers and volunteers.
- Manage the budget for the work for which the post holder is responsible in accordance with the council's procedures

The duties and responsibilities listed above describe the post as it is at present. The post holder is expected to accept any reasonable alterations that may from time to time be necessary.

Person Specification

Please provide a supporting statement which includes examples and evidence of when you have demonstrated the attributes listed below.

You will be expected to address each point separately and in the order listed.

If you do not complete a full supporting statement in the requested format, your application may be rejected.

1. Provide evidence of your ability to complete a nationally recognised JNC qualification for Youth and Community Workers and evidence of continued professional development.
2. Provide evidence of when you have incorporated equal opportunities into the work you do with young people, the community and colleagues.
3. You must have good general IT skills and the ability to input information into a database. Please provide evidence of your abilities.
4. What are your abilities to form constructive professional relationships with young people to design, deliver and evaluate appropriate curriculum-based youth work programmes in an informal setting which result in clear learning outcomes and the achievement of targets?
5. What are your abilities to communicate effectively both verbally and in writing with young people, adults and other agencies: e.g. report writing, making presentations and facilitation of groups?
6. What is your experience of managing youth work provision including health and safety, and safeguarding?
7. What is your experience of performance managing staff to meet agreed targets, identified outcomes and to ensure the delivery of high-quality youth work?
8. What is your experience and ability to work effectively to achieve targets and meet deadlines?
9. Access to a car and the ability to drive is essential. Please confirm that you can always drive and travel independently across the district, area and county; can work flexibly, up to 4 evenings a week, weekends, residentials and school holidays.

Criminal Background Check

Safeguarding children and adults is of utmost importance to Hertfordshire County Council. The Council requires employees to abide by legislation and best practice to enable Hertfordshire to achieve this. This role has been identified as requiring a Disclosure & Barring Service (DBS) check or Basic Disclosure. You must therefore ensure that any relevant criminal record check application is completed and returned as requested by the Council, as this is deemed a contractual requirement of employment. In addition, you consent to allow the Council to retain a copy of the disclosure certificate within your personal file.

It is a contractual obligation to disclose any cautions, reprimands or convictions and to update your manager of any changes to your status whilst in employment. Enhanced DBS roles will be reviewed periodically during employment, by means of DBS Dip Sample or three yearly rechecks. Failure to disclose changes to your status may be detrimental to your employment and you may be subject to disciplinary action.

Please note that additional information referring to the check is in the guidance notes to the application form. If you are invited to interview you will receive more information.

Diversity and Inclusion

Hertfordshire County Council is committed to making inclusion part of our DNA, both as a large employer of people and as a provider and commissioner of services.

We strive to positively promote diversity and inclusion across the delivery of services and within our workforce. We want everyone at work, regardless of their background, identity or circumstances to have a sense of belonging to the organisation. We want all employees to feel valued, accepted and supported to succeed at work and reach their full potential. Our Diversity and Inclusion Strategy is available on the internal intranet or from your line manager.

Health and Safety

It will be the duty of every employee while at work to take reasonable care for the Health and safety of themselves and of other persons who may be affected by their acts or omissions at work.

Additional Information: Code of Practice on the English Language Requirements for Public Sector Workers

Public Authorities must ensure that all members of staff in customer facing roles, whatever their nationality or origins, are able to communicate the English language

fluently with the general public, verbally and in written format (access needs will be met for those with a disability).