

BOROUGH OF ROCHDALE

JOB DESCRIPTION

SERVICE	:	Early Help & Schools
SECTION	:	Youth Service
LOCATION	:	Various locations & Projects across the Borough
POST TITLE	:	Youth Worker
POST NUMBER	:	
Grade:		Qualified JNC points 17–20
Accountable to	:	Lead Youth Worker
Accountable for	:	Level 1/ 2 Youth Workers and Volunteers
Hours of Duty	:	37 hours per week, including evenings, weekends and un-social hours as required in accordance with the needs of the Service and JNC terms and conditions.

Any Special Conditions of Service

Appointment to this post is subject to enhanced Disclosure and Barring Service check including a barred list check against the Child Workforce.

JNC terms and conditions apply to all aspects of the work.

The Authority operates a Smoke Free Policy for all its employees and applies to any building and associated grounds within the immediate vicinity of the building which is wholly owned, leased or operated and occupied by RBC.

This post is not Politically Restricted in accordance with the current regulations.

ORGANISATIONAL CHART

Senior Youth Officer



Lead Youth Work Manager



Professional Youth Worker



Level 1/ 2 Youth Workers and volunteers

PURPOSE AND OBJECTIVES OF THE POST

1. To be operationally responsible for the delivery of youth work to young people in a flexible responsive manner across a range of areas and projects as determined by the needs of the Service.
2. To ensure that the recording and reporting procedures required by the Service and any external funders appropriate to the post holder's area of work are met satisfactorily.
3. To ensure that young people are actively encouraged to participate in youth work activities and within their communities.
4. To ensure that the service meets its standards through the application of Quality Assurance Framework.

Control of Resources

Personnel

To be responsible for the management, support and motivation of self, youth support workers and volunteers under the post holders control

Financial

To support where appropriate the monitoring of budgets and funds within the post holders remit in accordance with the financial regulations and procedures of the Authority

Equipment/Materials

To be responsible for the safe use and maintenance of buildings, equipment, furniture and materials as used by the post holder, staff & Volunteers accountable to them

Health/Safety/Welfare

Responsibility for the safety and welfare of self, colleagues & volunteers in accordance with the Health and Safety Policies of the Council.

Equality and Diversity

To work in accordance with the Authority's Policy relating to the promotion of Equality and Diversity.

Training and Development

The post holder will be responsible for assisting in the identification of own training and development requirements in accordance with the Council's Performance Management Framework.

Relationships (Internal and External)

Internal Other workers and officers with Rochdale Youth Service and Children's Services. Staff in other services whose work relates to or affects young people. Local decision making and accountable bodies e.g. elected members.

External Members of the voluntary/third sector organisations. Regional and national accountable and advisory bodies
Staff in other agencies whose work relates to, or affects young people.

Responsibilities

The post holder must:

- (i) Perform his/her duties in accordance with Rochdale Council's Equality and Diversity Policy.
- (ii) Ensure that Rochdale Council's commitment to public service orientation and care of our customers is provided.

Values and Behaviours

Approach the job at all times using the values set out below

☐ ☐ Proud

- Passionate
- Pioneering and Open

Be aware of and apply these behaviours at all times.

Principal Duties

1. To have operational responsibility for service delivery and development in a number of specific projects.
2. To work directly with young people in line with the national occupational standards in youth work.
3. To work face to face with young people evenings and week-end in line with JNC terms and conditions.
4. To work in an ethical manner which reflects the values, beliefs, policies and standards of Rochdale Borough Council both as an individual worker and in cooperation with others as appropriate and required.
5. To be responsible for ensuring the youth work targets are met, including collating and reporting relevant MIS data on a monthly basis.
6. To assess the need and provision for young people and promote and develop youth work opportunities involving young people in the planning process.
7. To manage the deployment of staff, resources and equipment
10. To promote partnerships and positive links with other agencies and positively represent the service on appropriate forums and bodies.
11. To market and promote positive images of young people and to ensure that the youth service and its team members are promoted in a positive manner.
12. To ensure application of health and safety procedures and reporting mechanisms including the use of the Evolve system.

Secondary Duties

- 1 To participate in Council programmes of in-service training and when required as an assessor, trainer and facilitator.
- 2 To undertake such other duties and responsibilities of an equivalent nature as may be determined from time to time by the post holder's supervisor or nominated representative) in consultation with the postholder (and if he/she so wishes, with his/her Trade Union representative).

Job Description prepared by	_____	Date	_____
Agreed by Postholder	_____	Date	_____

**Rochdale Borough Council
Person Specification**

Service :	Early Help and Schools	Post:	Professional Youth Worker
Section :	Youth Service	Grade :	JNC-17-20

Note to Applicants:

The *Essential Criteria* are the qualifications, experience, skills or knowledge you **MUST SHOW YOU HAVE** to be considered for the job.

The *How Identified* column shows how the Council will obtain the necessary information about you.

If the *How Identified* column says the **Application Form** next to an *Essential Criteria* you **MUST** include in your application enough information to show **how** you meet this criteria. You should include examples from your paid or voluntary work.

The Council is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects staff to share this commitment.

	Criteria	Essential (E) or Desirable (D)	How Identified: AF Application Form I Interview A Assessment
	Special Working Conditions		
1	Are you willing to work for a minimum of 60% of the week directly with young people? This will be mainly evenings and weekend sessions, not exceeding 8 evenings per fortnight?	E	AF,I
2	Are you willing to represent the Youth Service at a range of key meetings and agreed training events?	E	AF,I,
3	Are you willing to work flexibly to the needs of the service?	E	AF,I
4	Are you able to travel around the borough as part of your duties?	E	AF,I
	Qualification and Experience		
5	Do you have a JNC recognised Youth Work qualification (Level 6)?	E	AF and check qualification at interview
6	Do you have experience of developing and delivering youth work projects in a variety of geographical, project and or service areas?	E	AF, I, A
7	Please give details of your experience which demonstrate your ability to manage a team of youth support workers, volunteers and resources?	E	AF, I
8	Please give details of your experience of developing and delivering centre based and detached youth work provision	E	AF,I
9	Using examples please show us that you have significant experience of working with disadvantaged and or vulnerable young people	E	AF,I,A
10	Using examples please demonstrate that you have experience of supporting young people to have their opinions heard and listened to?	E	AF,I,A
11	Please give us examples of your experience of organising events for young people?	E	AF,I,A

	Skills and Knowledge		
12	Please demonstrate your ability to communicate in writing and orally to a high standard	E	AF,I,A
13	Please detail your ability to communicate effectively to encourage positive and meaningful relationships with young people.	E	AF,I,A
14	Please demonstrate your knowledge of the range of policies and procedures that inform the ethical and effective delivery of youth work	E	AF,I,A
15	What is your understanding of current trends in Youth Work locally, regionally and nationally	E	AF,I,A
16	Please can you demonstrate your ability to promote and share the work of young people, the youth service and all its team members in a positive manner	E	AF,I,A
17	Please demonstrate, with examples your understanding of the importance of promoting equality of opportunity in a youth work environment	E	AF, I, A
	Values and Behaviours		
18	Approach the job at all times using the values set out below: • Proud • Passionate • Pioneering and Open Please confirm you are willing to adhere to these values and behaviours.	E	AF, I