

BOROUGH OF ROCHDALE
JOB DESCRIPTION

SERVICE: Early Help and Schools

SECTION: YOUTH SERVICE

LOCATION: VARIOUS AROUND THE BOROUGH

JOB TITLE: Level 1/2 YOUTH SUPPORT WORKER

Grade: JNC points 5 – 11 bar at point 6 if unqualified.

Accountable to: Professional Youth worker

Accountable for: First Level Youth Workers and Volunteers if qualified

Hours of Duty: 6 hours per week

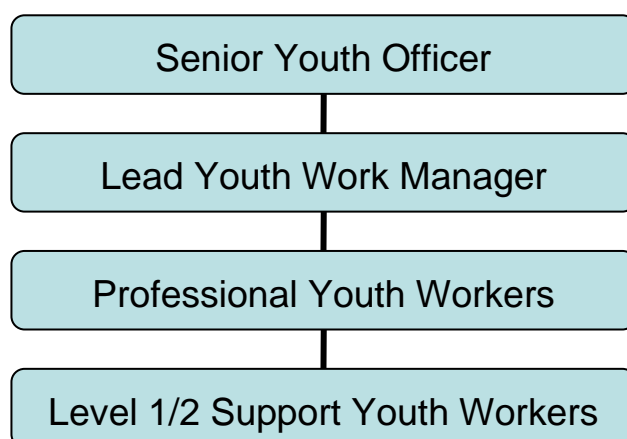
Any Special Conditions of Service: Flexible working is required, as agreed with the post holder, to meet Service needs and in accordance with JNC Conditions of Service.

Subject to enhanced Criminal Record and background checks.

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.

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

Organisational Chart:



PURPOSE AND OBJECTIVES OF THE JOB

If qualified

1. To work alongside colleagues and young people to assess need and to design, deliver and monitor curriculum based youth work plans in their units and projects.
2. To take a lead on face to face work with young people.
3. To take responsibility for the recording and reporting of data required by the service to satisfy Management Information, Quality Assurance and other Service related procedures.
4. To share responsibility for developing youth work teams and monitoring their performance against agreed criteria.

If unqualified

1. To assist qualified youth support workers and professional range youth workers in planning, delivering and monitoring programmes of youth work to groups of young people.
2. To work face to face with young people.
3. To record and report membership, attendance, achievement and financial information on a regular basis in agreed formats

Control of Resources

Personnel

If qualified: To be responsible for the direction, support and motivation of self and staff under post holder's control.

If unqualified: none

Financial

To work in accordance with the financial regulations and procedures of the Authority.

Equipment/Materials

To be responsible for the safe use and maintenance of equipment/furniture/materials as used by self and staff accountable to postholder.

Health/Safety/Welfare

Responsible for the health, safety and welfare of self and others in accordance with Council Policies and procedures.

Equality and Diversity

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

Training and Development

The postholder will be responsible for assisting in the identification and undertaking of his/her own training and development requirements in accordance with the Authority's Performance Management Framework.

Relationships (Internal and External)

If qualified:

Internal

First Level and unqualified youth support workers, volunteers
Professional Range youth workers, Senior Officer

External

Staff from other services and agencies working with young people, parents, members of the community and
Elected members

If unqualified:

Internal

Team colleagues and manager
Volunteers

External

Staff from other services and agencies working with young people, parents, members of the community and
Elected members

Responsibilities

The postholder must –

- 1 Perform his/her duties in accordance with Rochdale BC's Equality and Diversity Policy.
- 2 Ensure that Rochdale BC's commitment to public service orientation and care of our customers is provided.

Values and Behaviours

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

- Proud of the difference we make
- Passionate about the diversities of the Borough
- Pioneering and Open in our Approach

Be aware of and apply these behaviours at all times

Principal Duties

1. To lead on the delivery of face-to-face youth work with young people in their communities, centres and through detached work alongside professional range youth workers, youth support workers and volunteers for 2 evenings per week-if qualified. To assist in the delivery of face to face youth work with young people if unqualified.
2. As part of a team develop programmes for/with young people that enables them to assess their current situation, express their aspirations and identify opportunities for their personal and social development.
3. To work with young people to design and develop sessions, identify desirable outcomes and select appropriate methods and resources.

4. To create a climate conducive to facilitating young people's learning in groups.
5. To enable young people to explore the values by which they live and to build their self respect and self esteem.
6. To support young people in reflecting upon, acknowledging and celebrating their learning and development and to enable them to deal with negative feelings constructively.
7. To support young people in tackling issues, taking action, understanding their communities and their role within them.
8. To enable young people to communicate their views and interests and negotiate with, and influence, others.
9. To behave as a reflective practitioner by evaluating their own values, priorities, interests, abilities and performance with managers and colleagues in order to manage and develop their own practise..
10. To establish and maintain partnerships with other agencies and providers.
11. To maintain effective working relationships with managers, decision makers and colleagues and to work in line with the Service's strategies, policies and procedures.
12. To assess and manage Health and Safety risks in the youth work environment and supervise a response to illness, injuries and incidents.

Secondary Duties

- 1 To record and report all of the relevant data required by the Service's Management Information, Quality Assurance and other relevant reporting/recording procedures.
- 2 To identify and use opportunities to enhance personal or professional development including participating in Service training initiatives.
- 3 To promote positive images of the Service, its work and youth people.
- 4 To undertake such other duties and responsibilities of an equivalent nature as may be determined by the Senior Youth Officer (or nominated representative) in consultation with the postholder and if s/he wishes with her/his trade union representative.

Job Description prepared by:

Date:

Agreed by Postholder

Date

**Rochdale Borough Council
Person Specification**

Service :	Children's Service	Post:	Youth Support Worker
Section :	School and Inclusion	Post Number :	
Job Ref:		Grade:	JNC pts 5- 11

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 the 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
Filter Questions		
1 Are you willing to undertake a certain amount of travelling in the execution of duties?	E	AF/I
2 Are you willing to work flexibly to meet Service needs including working evenings and weekends?	E	AF/I
(a) Qualification and Experience		
1 Please give an example of when you have worked face to face with young people in a youth work setting, paid or voluntary.	E	AF/I
2 Please give examples of when you have lead on or assisted in the designing and delivery of sessions with young people based on the youth work curriculum to enhance their personal and social development.	E	AF/I
3 Please give details of your experience of practically promoting Equality and Diversity and of challenging discrimination, prejudice and oppressive behaviour.	E	AF/I
4 Please give details of your experience of making necessary recordings and reports that satisfy data collection and Quality Assurance requirements.	E	AF/I
(b) Skills and Knowledge		
5 Please give examples of when you have used your skills and knowledge in the development, delivery and monitoring of programmes of youth work based on identified needs.	E	AF/I
6 Please give examples of when you have used your skills and knowledge to work with young people in exploring their values and build their self esteem and self respect.	E	AF/I
7 Please give examples of when you have used your skills and experience to support the development of a team and monitoring their (and own) performance against agreed standards.	E	AF/I

Criteria	Essential (E) or Desirable (D)	How Identified: AF Application Form I Interview A Assessment
(b) Skills and Knowledge (continued)		
8 Please give examples of when you have used your skills and experience in supporting young people in tackling issues and taking action and understanding their communities	E	AF/I
9 Please give examples of when you have used your skills and knowledge to create a positive learning environment and facilitate young people's learning in group and individual settings	E	AF/I
(d) Behaviours and Values		
10 Approach the job at all times using the values set out below: <ul style="list-style-type: none"> • Proud of the difference we make • Passionate about the diversities of the Borough • Pioneering and Open in our Approach Please confirm you are willing to adhere to these values and behaviours.	E	I