**JOB DESCRIPTION**

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| **Post Title:** Youth Support Worker | | **Director/Service/Sector** Youth Service | | **Office Use** |
| **Grade:** JNC Youth Support Worker Range 5–8 | | **Workplace:** Northumberland – venue/s to be confirmed | | **JE ref:**  **HRMS ref:** |
| **Responsible to:** Lead Professional / Youth Worker | | **Date:** | **Manager Level:** |
| **Job Purpose:** To deliver youth work as per key duties | | | | |
| **Resources** | Staff | N/A | | |
| Finance | | Petty Cash | | |
| Physical | | Occasional movement of Youth Service equipment / resources | | |
| Clients | | 13 – 19 yr olds within (11- 25yr old with additional needs). Junior work with 9-13 yr olds may also be required on occasion. | | |
| **Duties and key result areas:**   * Working directly with young people to develop their social / personal education by providing programmes of activities, services and facilities. * Working in a variety of youth work settings, including centre based, detached and outreach youth work * To deliver youth work linked to core and external budget streams e.g. National Citizen Service and others. * To establish and maintain relationships with young people and community groups. * Assisting in the provision of advice and support to local community groups and agencies. * Assisting in the motivation, retention, development and support of staff and volunteers. * To assist the work of the Prevention, Participation and Early Help strands of the Youth Service as required. * Assisting with Service development by contributing to planning, delivery and monitoring of Youth Work provision. * To attend regular supervision and an annual appraisal as directed by your line manager. * Performing and ensuring the discharge of administrative duties (including day to day administration, petty cash, record keeping and health and safety). * Contribute to the quality of Service provision. * Implementing Northumberland County Council’s equal opportunities policies. * To complete all required learning as directed by Northumberland County Council. * To be committed to safeguarding and to comply with Northumberland County Council’s safeguarding policies and procedures. * To be committed to General Data Protection Regulations (GDPR) and all associated policies and procedures. * To adhere to the rules, procedures and code of conduct of the County Council.   The duties and responsibilities highlighted in this Job Description are indicative and may vary over time. Post holders are expected to undertake other duties and responsibilities relevant to the nature, level and extent of the post and the grade has been established on this basis. | | | | |
| **Work Arrangements** | | | | |
| Transport requirements:  Working patterns:  Working conditions: | | N/A  Daytimes, evenings and weekends, as required  Variable venues | | |

**PERSON SPECIFICATION Appendix 2**

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| **Post Title:**  Youth Support Worker (JNC 5-8) | **Director/Service/Sector:** Youth Service | Ref: | |
| **Essential** | **Desirable** | | **Assess**  **by** |
| **Knowledge and Qualifications** | | | |
| Equal Opportunities  Understanding of Safeguarding and Child Protection Issues  Participated in Safeguarding Training  Training in supporting areas, i.e. Drugs, CCard etc | Youth Work Qualification | | A  I  A  A  A, I |
| **Experience** | | | |
| Face to face youth work, specifically in the area of work you are applying for  Work with disengaged young people  Youth work administration | Supervision of staff  Working in a partnership environment | | A, I  A, I  A  A |
| **Skills and competencies** | | | |
| Flexibility  Negotiation and communication skills  Ability to motivate and inspire others  Ability to work as part of a team and lead if required |  | | A,I  A,I  A,I  A,I |
| **Physical, mental and emotional demands** | | | |
| Confidentiality  Resilience |  | | A  A, I |
|  |  | |  |

Key to assessment methods; (a) application form, (i) interview, (r) references, (t) ability tests (q) personality questionnaire (g) assessed group work, (p) presentation, (o) others e.g. case studies/visits