

Active Northumberland

JOB DESCRIPTION

Post Title: Youth Worker	Director/Service/Sector: Active Northumberland		Office Use
Band: 4	Workplace:		JE ref: ANJD040
Responsible to: Senior Youth Worker	Date: September 2018		
Job Purpose: To assist in the delivery of a youth work programme for 9-19 year olds, supervising project staff, working in partnership with local statutory and VCS agencies and delivering activities, primarily at evenings and weekends			
Resources	Staff	None	
	Finance	Some cash handling may be required	
	Physical	Careful use and maintenance of a range of equipment, responsible for handling and imputing sensitive personal data	
	Clients	Customers to the programme, young people who may be disadvantaged, vulnerable or abusive, families and the community	
Duties and key result areas:			
<ul style="list-style-type: none"> • To plan, develop, deliver, evaluate and monitor sessions and provision within a youth work curriculum • To work directly with young people to identify their needs, seek ways of assisting and responding positively, develop new opportunities for them and ensure their participation in the centre's decision-making process. • To establish relationships with young people, listen to ideas, problems and concerns and to respond appropriately offering ongoing individual support using appropriate skills, informal support and other creative forms of engagement. • Encourage informal, personal and social education by developing professional relationships with and between young people involved in the centre • To assist in the development of informal learning opportunities for young people to enable personal and social education • To promote, recognise and accredit young people's achievements and learning when appropriate • Deputise for the Senior Youth Worker as and when required • To work in ways which promote equality of opportunity, participation and responsibility. • To work with young people to safeguard their welfare. • To work towards given and agreed targets and outcomes • To Implement monitoring procedures and collate output and outcome information on a quarterly basis. • To work variable hours in accordance with service and delivery needs, including evenings and weekends. • Ensure Health & Safety of staff and users at all times • Participate in learning & development activities as appropriate 			
The duties and responsibilities highlighted in this Job Description are indicative and may vary over time. Post holders are expected to undertake other reasonable 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:	n/a		
Working patterns:	May include weekends and evenings.		
Working conditions:	Mainly indoors. Occasional exposure to working outdoors.		

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PERSON SPECIFICATION**

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Essential		Desirable	Assess by
Qualifications and Knowledge			
<ul style="list-style-type: none"> ● JNC recognised qualification in Youth Work equivalent to NVQ Level 2 ● Good level of literacy and numeracy (GCSE Grade C or equivalent) ● Basic first aid qualification 		<ul style="list-style-type: none"> ● Level 3 Qualification in Youth Work 	Applica tion form Certific ates
Experience			
<ul style="list-style-type: none"> ● 2 years experience of working with 9-19 year olds in a youth work setting ● Experience of delivering youth work in a range of settings ● Experience in identifying young people’s needs and developing appropriate responses ● Experience of working in multi agency or integrated settings. 		<ul style="list-style-type: none"> ● Experience of working within the Voluntary & Community Sector ● Experience of following monitoring procedures ● An understanding of outcomes based practice ● Experience of managing young volunteers ● Experience of youth led projects 	Applica tion form Intervie w Refere nces
Skills and competencies			
<ul style="list-style-type: none"> ● Understanding of current youth issues ● Ability to work sensitively and confidentially with young people on a personal basis ● Ability to engage young people, which promotes personal and social development ● IT Literate ● Able to work under pressure to meet deadlines and work on own initiative ● Good communication skills, written and oral, informal and formal including excellent listening and support skills. ● Ability to relate to young people and adults positively both as individuals and in groups, encouraging participation, involvement, empowerment and achievement. ● Ability to be self motivated and with good time management skills. ● Develop partnerships with relevant outside organisations for the benefit of the youth programme. 		<ul style="list-style-type: none"> ● Understanding of the issues facing young people within East Ashington ● Knowledge and understanding of other agencies engaged in work with young people in the East Ashington area ● Ability to work well as part of a small team ● Ability to work creatively and create innovative activities for young people. 	

Physical, mental, emotional and environmental demands

- Excellent verbal communication skills with the ability to facilitate open discussion in order to determine service provision requirements
- Must be able to work as part of a team
- Enthusiastic and committed
- Proactive approach to problem solving and customer care
- Ability to work calmly and accurately under pressure
- Flexible approach
- Must be able to deal with the emotional demands of working with disadvantaged, vulnerable and abusive clients

Motivation

- Must be willing to work unsociable and flexible hours which could include evenings and weekends
- Dependable, reliable and good time keeper.
- Encourages and displays high standards of honesty, integrity, openness and respect for others.
- Helps managers create a positive work culture in which diverse individual contributions and perspectives are valued.
- Proactive and achievement orientated
- Works with minimal supervision
- A positive and pleasant approach to all customers, including children and young people, elderly people and those with disabilities.
- Act as a positive role model for clients of the youth projects.

Other

- Satisfactory DBS check