

Job Description

Job title	Assistant Youth Development Worker
Directorate	Children and Adults
Division	Medway Youth Service, Provider Services
Range	JNC Youth Work 12-15
Reports to	Senior Youth Development Worker

Main purpose of the job:

The Assistant Youth Development Worker supports the planning and delivery of high-quality youth work across Medway. This includes centre-based, detached and project-based youth work, as well as targeted interventions for young people aged 8–19 (up to 25 for those with additional needs).

The role promotes personal and social development, positive relationships and learning opportunities that encourage confidence, wellbeing and a sense of belonging. Youth work should be co-created with young people and delivered in line with the Youth Work Curriculum, using planning, evaluation and recording tools agreed by the service.

The post holder will help identify young people's needs, support the development of local youth work programmes, and contribute to early help outcomes where targeted support is required. Safeguarding and emotional wellbeing remain central to all work carried out.

Liaise with stakeholders in a way that promotes the [One Medway Council Plan](#) and embeds our [values and behaviours](#).

Accountabilities and outcomes:

Deliver engaging, inclusive and safe youth work sessions in centres, community spaces or through detached and project-based activity. Sessions should reflect the Youth Work Curriculum and support young people's interests, needs and aspirations.

Build respectful, consistent and supportive relationships with young people, acting as a positive role model and maintaining professional boundaries.

Support the development of youth projects based on local needs, contributing to community profiling and area planning.

Help deliver targeted interventions for young people who may need additional support to improve outcomes.

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Contribute to planning, evaluating and recording all youth work activities, ensuring young people participate fully in shaping and reviewing the work.

Work collaboratively with staff, partners and external agencies to provide coordinated support and learning opportunities for young people.

Promote safe working practices, escalate concerns promptly, and follow safeguarding policy at all times.

Support the monitoring and use of resources, including small budgets or activity funds, ensuring they are used effectively and transparently. |

At manager's discretion, other activities may be assigned that fit the job description.

Key Corporate Accountabilities:

To work with colleagues to achieve service plan objectives and targets.

To understand and actively keep up to date with GDPR responsibilities, including completing regular refresher training.

Safeguarding is everyone's responsibility: all employees are required to act in such a way that safeguards the health and well-being of children and vulnerable adults.

As a corporate parent, all council employees are responsible for ensuring the well-being and positive outcomes of Medway's care-experienced children and young people.

To participate in the Performance Appraisal process and contribute to the identification of own and team development needs utilising the Career Progression Framework.

Work in accordance with the Equality Act 2010 and the Public Sector Equality Duty to eliminate unlawful discrimination, harassment and victimisation. Promoting equality of opportunity, fostering good relations and improving the quality of life and opportunities for everyone living and working in Medway.

To ensure full compliance with the Health and Safety at Work Act 1974, the Council's Health and Safety Policy and all locally agreed safe methods of work.

To fully understand and be aware of the commitment to the duty under Section 17 of the Crime and Disorder Act 1998 to prevent crime and disorder.

Promote the Medway Carbon Neutral by 2050 commitment; supporting the Council action plan to ensure we play our part in addressing the climate emergency.

Medway Council is a Category One responder in relation to the Civil Contingencies Act (2004) and as a result all staff working for the Authority may be asked to carry out Category One response duties or stand in the role of another member of staff who is responding to a Major Civil Incident.

Accountabilities to Children and Young People

The children and young people of Medway have said the following qualities are really important to them:

- Be a good listener.
- Be non-judgemental.
- Be consistent and stable.
- Be contactable.
- Understand me.

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- Be honest.
- Be focused.
- Be realistic.
- Be a good timekeeper.
- Be resourceful in your approach.

Be ambitious for young people and promote others to share the same drive.

Champion Children and Young People's views and rights in everything you do.

Ensure Children and Young People's voices are listened to and acted upon.

'Do what you say and say what you do'.]

Organisation:

This role reports to the Senior Youth Development Worker.]

The post holder will not be required to line manage others but may be required to direct, coordinate or train other employees.

The post holder will be required to liaise with all stakeholders both internal and external to the organisation.

Working Style:

[MOBILE - will have a designated office base but will primarily work within the community. They will only come into office space for meetings or touchdown and are not constrained to normal core working hours.]

Person specification

All criteria at level A should be considered essential requirements.

Qualifications

Level A

[GCSE Maths and English or equivalent.

Working towards or holding a Level 2 Youth Work qualification.

Evidence of induction and early professional development.]

Level B (in addition to level A criteria)

[Achieved Level 2 Youth Work.

Maintains an up-to-date training portfolio.

Demonstrates ongoing professional learning relevant to youth work practice.]

Level C (in addition to levels A and B)

[Achieved Level 3 Youth Work qualification.

Additional coaching or specialist qualifications that contribute to a specific project or area of work (e.g. sports coaching, arts award assessor, digital media, participation).]

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Knowledge

Level A

Understanding of youth work principles, safeguarding and equality.

Knowledge of professional boundaries and communication approaches.

Basic administrative skills and ability to use digital tools for planning and recording. |

Level B (in addition to level A criteria)

Ability to explain and apply key youth work principles, including participation, planning, delivery and evaluation.

Understanding of the Youth Work Curriculum and its relevance to young people's development.

Knowledge of the breadth of Medway's Youth Service offer and how it meets local needs.

Able to use IYSS/Mosaic or other recording tools. |

Level C (in addition to levels A and B)

Knowledge of a specialist youth work curriculum area (e.g. mental health, careers, drugs education, detached work).

Understanding of digital and ICT tools that support youth work, participation or project delivery. |

Experience

Level A

Emerging experience of working with young people in youth, education or community settings.

Experience of planning or delivering activities that support young people's development.

Some administrative experience (recording, communication with parents/venues, basic planning). |

Level B (in addition to level A criteria)

Regular youth work experience using a youth work methodology.

Able to plan and deliver youth work using different models (open access, detached, targeted, social action, digital).

Experience organising activities, including Evolve trip processes and practical arrangements. |

Level C (in addition to levels A and B)

Substantial youth work experience across multiple settings.

Experience leading youth work curriculum areas or projects.

Uses administrative skills to support marketing, participation, consultation or project documentation. |

Skills

Level A

Able to communicate well with young people.

Provides safe and supportive environments for young people to explore issues and ideas.

Basic administration and data entry. |

Level B (in addition to level A criteria)

Maintains professional boundaries with young people and colleagues.

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Can plan, deliver and review youth work sessions.

Encourages young people's views and identifies oppressive behaviour or situations.

Uses ICT tools to support planning and evaluation.]

Level C (in addition to levels A and B)

[Leads projects with strong participation and youth-led planning.

Skilled in promoting and marketing youth opportunities.

Uses ICT tools to enhance youth work and create materials.

Supports others and contributes to team development.]