**MEDWAY COUNCIL - JOB PROFILE**

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| **JOB TITLE** | Youth Development Worker |
| **DIRECTORATE** | Children and Adults |
| **SERVICE** | Provider Services |
| **RESPONSIBLE TO** | Senior Youth Development Worker |
| **GRADE** | JNC Youth 16-19 |

**AIN PURPOSE OF JOB**

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| **MAIN PURPOSE OF JOB** |

To develop and deliver youth work programmes using centre based, detached, project based and case work methods using Medway Youth Services Curriculum working within available resources and in accordance with the policies, plans and priorities of the youth service and Medway Council.

Assess and work with the needs of young people aged 8 to 19 (25 with young disabled people) across a wide range youth work programmes, promoting personal and social development, challenge, enjoyment and result in recorded and accredited learning.

Manage a team of part time staff and volunteers.

Develop and maintain partnership links with a range of partner organisations connected to young people and their community.

Work with their team, partners and young people to develop and monitor a community profile that informs service delivery across their area.

Develop a youth work programme in line with the Youth Service’s curriculum that responds to assessed need and that is open to all, but offers targeted support to vulnerable young people.

Implement the youth service curriculum, procedures for planning, evaluating and recording of youth work activities with the participation of young people, contributing to regular reports for management committees and the local authority.

Deliver youth support programme that engages YP at the risk of: Edge of care, Edge of custody/ youth offending and Placement breakdown delivered through an area based model of delivery.

All staff working in the department have a responsibility for promoting and supporting the Council's policies and procedures for safeguarding. You should ensure that you carry out your duties and work at all times in a way that ensures the safeguarding and welfare of service users.

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| **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
* 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’.

**PERSON SPECIFICATION**

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| **QUALIFICATIONS** | **Assessment Method** |
| To hold a ‘JNC recognised’ Youth Work qualification such as BA (Hons) or Graduate Diploma – level 6. | Application |
| Demonstrable experience and understanding of social education | Application |
| Level 2 Functional Skills – Grade A\*-C or equivalent | Application |
| Evidence of continuous professional development *(Desirable)* | Application |
| Qualifications in an area that could add value to the youth work curriculum (i.e. sports, music, arts, training). *(Desirable)* | Application |
| Qualifications in Food Hygiene and First Aid *(Desirable)* | Application |
| Qualifications in an area that could add value to the youth work curriculum (ie. sports, music, arts, training) (*Desirable*) | Application |
| Evidenced based models of intervention (example- solution focused or Level 4 working with families with complex needs) *(Desirable)* | Application |
| **EXPERIENCE** |  |
| Experience of working with young people in a youth, school or other community related setting | Application/  Interview |
| Experience of managing a team | Application / Interview |
| Knowledge and understanding of local issues in relation to young people’s services | Application/  Interview |
| Experience of working with other partners and agencies in developing and implementing joint programmes | Application/  Interview |
| Experience working with vulnerable young people, specifically young people at risk of or in the care system | Application/  Interview |
| Experience of working in a multiagency team (*Desirable*) | Application/ Interview |
| Experience of case work and management of a case work system *(Desirable)* | Application/  Interview |
| **SKILLS** | **Assessment Method** |
| An ability to work as part of a team or own initiative to develop programmes, objectives and contributing to the development of Youth Service | Application/  Interview |
| Ability to use the most appropriate style and method of communication with people at different levels inside and outside of the organization. | Application/  Interview |
| Ability to manage time effectively, planning own workload and setting appropriate objectives and deadlines | Application/  Interview |
| Demonstrable experience of identifying potential problems and taking appropriate action. | Application/  Interview |
| Ability to think about alternative ways of doing things and being open to new work practices and responsive to change. | Application/  Interview |

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| **PERSONAL QUALITIES** |  |
| Excellent customer care skills, with experience of adapting services, where possible, to meet customer needs and can take the initiative to work with other agencies where necessary. | Application/  Interview |
| The post holder must be available to work a maximum of four evenings (pro rata) per week and for a minimum of three weekends per year (or at weekends). An expectation of 30 hours per week working directly with young people will be required in this post. | Application/  Interview |
| Ability to plan and set objectives, initiating ideas for managing their own workload. | Application/  Interview |
| Demonstrable experience of coping well under pressure and difficult situations, able to identify and act on own development needs. | Application/  Interview |
| Commitment to equality and diversity, accepting differences and treating everyone fairly. | Application/  Interview |
| Previous experience of supervising others, ensuring team morale is maintained and individual’s workloads are monitored. | Application/  Interview |

**2. ACCOUNTABILITY**

MERGE05

**ORGANISATION**

### **(i) ORGANISATION CHART**

### **(ii) DESCRIBE HOW AND BY WHOM THE POST IS MANAGED**

The post holder will report to the Senior Youth Development Worker.

### **(iii) DESCRIBE THE LEVEL OF INITIATIVE AND/OR INDEPENDENCE EXPECTED OF THE POST HOLDER**

The post holder will be expected to assess the needs of young people and to contribute to the area delivery plan. There will also be liaison with external agencies and partners.

### **(iv) DESCRIBE ANY SUPERVISORY/MANAGEMENT RESPONSIBILITIES**

The post holder will help to recruit, manage, support, and co-ordinate a team of paid part time and voluntary staff in accordance with policies and procedures for line management support and supervision, to ensure professional competence in delivering high quality youth work programmes in the assigned area

### **(v) JOB CONTEXT - DESCRIBE THE MAIN CONTACTS, BOTH INTERNAL AND EXTERNAL AND THE PURPOSE OF THOSE CONTACTS**

To offer activities, support, information and guidance and informal learning opportunities to young people aged 8 - 19 years and young people with specific needs aged 8 - 25 years. To work with partners and agencies to bring together skills and expertise to support young people with the needs and aspirations

council.

## **FINANCIAL ACCOUNTABILITIES**

Support the monitoring of the use of financial and other resources in the assigned area to ensure they are used to maximum effect in accordance with Medway Council’s financial budget management standard and procedures. Where appropriate help secure external funding to enhance the range of opportunities for young people in the assigned area

## **WORKING ENVIRONMENT**

This post will be based at a Medway Youth Centre or a Children and Families hub. However, staff will be expected to work flexibly across Medway in locations other than at the normal office base and to work during evenings and weekends. The use of a car would be an advantage.