

MEDWAY COUNCIL - JOB PROFILE

DESIGNATION	Youth Support Worker
DIRECTORATE	Children and Adults
DEPARTMENT	Early Help and Targeted Services
RESPONSIBLE TO	Youth Development Worker
GRADE	JNC Youth 3-6

1. MAIN PURPOSE OF JOB

To support the youth worker in charge of the project, and to assist with the delivery of youth work programmes; for the benefit of all young people attending the youth work sessions.

To develop a programme of work, in order to deliver the aims and objectives of Medway's Youth Service.

To promote a safe, friendly and supportive atmosphere; developing an imaginative programme of activities that meets the needs of young people attending the project, whilst ensuring that young people are actively involved in the delivery and evaluation of the youth service.

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.

ACCOUNTABILITIES TO CHILDREN AND YOUNG PEOPLE

The children and young people of Medway have said the following qualities are very 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

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

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

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

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

2. PERSON SPECIFICATION

Qualifications

Essential

- To hold, or be working towards, an NVQ/QCF Award in Youth Work or another relevant educational area, or equivalent.
- Demonstrable experience and understanding of social education
- Level 2 Functional Skills – Grade A*-C or equivalent

Desirable

- A qualification in an area that enhances the youth worker curriculum, such as sports, music, cookery, arts, media etc
- Certificate in Food Hygiene
- Qualification in First Aid

Experience

Essential

- Demonstrable experience of working with children or young people with learning and/or physical disabilities.
- Recent experience in a school, youth club/ project or other relevant community setting

Skills

Essential

- An ability to work to own initiative to develop programmes and contribute to the operational development of Youth Service
- Ability to use the most appropriate style and method of communication with people at different levels inside and outside of the organization.
- Ability to manage time effectively, planning own workload and setting appropriate objectives and deadlines.

Desirable

- Post holders should have key skills in one of the following curriculum areas: mechanics, sports development, media and technology, cookery, arts and crafts, health work, music

Personal Qualities

Essential

- 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.
- Ability to plan and set objectives, initiating ideas for managing their own workload.
- Demonstrable experience of coping well under pressure and difficult situations, able to identify and act on own development needs.
- Commitment to equality and diversity, accepting differences and treating everyone fairly.
- Previous experience of supervising others, ensuring team morale is maintained and individual's workloads are monitored.

3. ORGANISATION

(i) ORGANISATION CHART

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

The post holder will be managed by the Assistant Youth Development Worker.

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

Although the post holder will work under supervision, they are expected to take a lead on planning and delivering activities with young people, using their own initiative and managing inappropriate behaviour, as necessary. This will also include responsibilities pertaining to the youth centre building i.e. security, health and safety.

(iv) DESCRIBE ANY SUPERVISORY/MANAGEMENT RESPONSIBILITIES

None

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

The main contacts will be part time youth workers and young people aged 10-

24, who are participating in youth work programmes. The purpose being to build relationships and support young people to learn and achieve, through positive activities and communication.

4. FINANCIAL ACCOUNTABILITIES

The post holder will be expected to collect monies from young people for activities or trips. Any money must be accounted for and cashed up at the end of a session.

5. WORKING ENVIRONMENT

The post holder will work in a Youth Centre or project within the Medway Area, including the possibility to link in with Children and Families Hubs. Staff are expected to work flexibly across Medway in locations other than at the normal office base.

A session is usually considered to be 3hrs and usually incorporates early evenings, although other work may include weekends, residential and school holidays).

Youth Support Worker can work up to 8 anti-social evening sessions in any fortnight. Anti-social hours are considered to be any hours outside 9-5, Monday to Friday. Any worker may be required to work at a reasonable alternative work place, in response to service requirements.