

MEDWAY COUNCIL - JOB PROFILE

JOB TITLE	Assistant Youth Development Worker
DIRECTORATE	Children and Adults
SERVICE	Provider Services
RESPONSIBLE TO	Senior Youth Development Worker
GRADE	JNC Youth 12-15

MAIN PURPOSE OF JOB

To support the delivery of 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.

Contribute to the development and monitoring of a community profile that informs service delivery across their area.

Develop a youth work activities in line with the Youth Service's curriculum that respond to assessed need and that are open to all, but offer 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.

Delivered Targeted intervention to young people needing intervention before escalating needs working against the shared Early help outcomes framework

KEY CORPORATE ACCOUNTABILITIES

To actively promote work life balance and flexible working in order to achieve high quality service delivery.

To actively promote the Council's Fair Access, Diversity and Inclusion Policy and observe the standard of conduct which prevents discrimination taking place.

#Make it Medway

To ensure full compliance with the Health and Safety at Work etc 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 Section 17 of the duty of Crime and Disorder Act 1998 to prevent crime and disorder.

At the discretion of the Head of Service, such other activities as may from time to time may be agreed consistent with the nature of the job described above.

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'.

#Make it Medway

PERSON SPECIFICATION

QUALIFICATIONS	Assessment Method
To hold or be working towards a 'JNC recognised' qualification at Level 2 or 3 in Youth Work practice or another relevant educational area or equivalent.	Application
Demonstrable experience and understanding of social education	Application
Level 2 Functional Skills – Grade A*-C or equivalent	Application
Evidence of continuous professional development (<i>Desirable</i>)	Application
Qualifications in an area that could add value to the youth work curriculum (i.e. sports, music, arts, training). (<i>Desirable</i>)	Application
Qualifications in Food Hygiene and First Aid (<i>Desirable</i>)	Application
Evidenced based models of intervention (example- solution focused or Level 4 working with families with complex needs) (<i>Desirable</i>)	Application
EXPERIENCE	
Recent experience of working with young people in a youth, school or other community related setting	Application/ Interview
Knowledge and understanding of local issues in relation to young people's services	Application/ Interview
Experience in an area that could add value to the youth work curriculum (i.e. sports, music, cookery, arts, training etc)	Application/ Interview
Experience of delivering evidenced based models of intervention (example- solution focused)	Application/ Interview
Experience of working in a multiagency team (<i>Desirable</i>)	Application/ Interview
Experience of working with other partners and agencies in developing and implementing joint programmes (<i>Desirable</i>)	Application/ Interview
Experience working with vulnerable young people, specifically young people at risk of or in the care system (<i>Desirable</i>)	Application/ Interview
Experience of case work and management of a case work system (<i>Desirable</i>)	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
Post holders should have key skills in an area that can contribute to the youth service curriculum such as: music, sports, cookery, arts, media etc.	Application/ Interview

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

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 has no specific management responsibility, but will from time to time be expected to ensure that staff are working in accordance with policies and procedures and aiding the youth development worker 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.