

## JOB DESCRIPTION

<b>Post Title: Youth Support Worker</b>		<b>Director/Service/Sector</b> Youth Service		<b>Office Use</b>		
<b>Grade: 3</b>		<b>Workplace:</b> Northumberland – venue/s to be confirmed				
<b>Responsible to:</b> Youth Worker		<b>Date:</b>		<b>Manager Level:</b>		
<b>Job Purpose:</b> To deliver youth work as per key duties						
<b>Resources</b>		Staff	N/A			
		Finance	Petty Cash			
		Physical	Occasional movement of Youth Service equipment / resources			
		Clients	13 – 19 yr olds within (11- 25yr old with additional needs). Junior work with 9-13 yr olds may also be required on occasion.			
<b>Duties and key result areas:</b>						
<ul style="list-style-type: none"> <li>● Working directly with young people to develop their social / personal education by providing programmes of activities, services and facilities.</li> <li>● Working in a variety of youth work settings, including centre based, detached and outreach youth work</li> <li>● To deliver youth work linked to core and external budget streams.</li> <li>● To establish and maintain relationships with young people and community groups.</li> <li>● Assisting in the provision of advice and support to local community groups and agencies.</li> <li>● Assisting in the motivation, retention, development and support of staff and volunteers.</li> <li>● To assist the work of the Prevention, Participation and Early Help strands of the Youth Service as required.</li> <li>● Assisting with Service development by contributing to planning, delivery and monitoring of Youth Work provision.</li> <li>● To attend regular supervision and an annual appraisal as directed by your line manager.</li> <li>● Performing and ensuring the discharge of administrative duties (including day to day administration, petty cash, record keeping and health and safety).</li> <li>● Contribute to the quality of Service provision.</li> <li>● Implementing Northumberland County Council's equal opportunities policies.</li> <li>● To complete all required learning as directed by Northumberland County Council.</li> <li>● To be committed to safeguarding and to comply with Northumberland County Council's safeguarding policies and procedures.</li> <li>● To be committed to General Data Protection Regulations (GDPR) and all associated policies and procedures.</li> <li>● To adhere to the rules, procedures and code of conduct of the County Council.</li> <li>● To be part of the NAS duty service, carry out return home interviews for missing young people and acting as appropriate adult.</li> </ul>						
<p>The duties and responsibilities highlighted in this Job Description are indicative and may vary over time. Post holders are expected to undertake other duties and responsibilities relevant to the nature, level and extent of the post and the grade has been established on this basis.</p>						
<b>Work Arrangements</b>						
Transport requirements:		N/A				
Working patterns:		Daytimes, evenings and weekends, as required				
Working conditions:		Variable venues				

**PERSON SPECIFICATION**

**Appendix 2**

<b>Post Title:</b> Youth Support Worker (JNC 5-8)	<b>Director/Service/Sector:</b> Youth Service	Ref: 3791
<b>Essential</b>	<b>Desirable</b>	<b>Assess by</b>
<b>Knowledge and Qualifications</b>		
Equal Opportunities	Youth Work Qualification	A
Understanding of Safeguarding and Child Protection Issues		I
Participated in Safeguarding Training		A
Training in supporting areas, i.e. Drugs, CCard etc		A, I
<b>Experience</b>		
Face to face youth work, specifically in the area of work you are applying for	Supervision of staff	A, I
Work with disengaged young people	Working in a partnership environment	A, I
Youth work administration		A
		A
<b>Skills and competencies</b>		
Flexibility		A,I
Negotiation and communication skills		A,I
Ability to motivate and inspire others		A,I
Ability to work as part of a team and lead if required		A,I
<b>Physical, mental and emotional demands</b>		
Confidentiality		A
Resilience		A, I

Key to assessment methods; (a) application form, (i) interview, (r) references, (t) ability tests (q) personality questionnaire (g) assessed group work, (p) presentation, (o) others e.g. case studies/visits