



# Coxhoe Parish Council

## Youth Worker

### Candidate Information Pack



Dear Applicant

Thank you for expressing an interest in joining our team at Coxhoe Parish Council. We intend to recruit a second Youth Worker in addition to our four Youth Work Auxiliaries.

This pack contains all the information that you will need to support you in making an application.

With a budget of around £107,000 we are an ambitious and successful Council aiming to support all of our community organisations to make Coxhoe and Quarrington Hill better places to live. Over the last two years we have taken on a team of youth workers to ensure that any lost service as a result of cuts by DCC are not felt by our young people. We aim for the youth services we deliver to be youth driven and as a result that we will provide the services that they want and need.

We aim to prepare a new Parish Plan to guide how our villages develop in years to come and a Parish Plan to guide the work of the Parish Council in the next 5 years and ensure our activities are community driven, as they have been by previous parish plans. We also want to make sure young peoples' views are taken into account in our plans.

The closing date for applications is Monday 30<sup>th</sup> July 2018.

Application forms in Word format can be requested by emailing [jobs@coxhoeparishcouncil.gov.uk](mailto:jobs@coxhoeparishcouncil.gov.uk).

Completed applications should be ideally emailed together with any other supporting documentation by email to [jobs@coxhoeparishcouncil.gov.uk](mailto:jobs@coxhoeparishcouncil.gov.uk) or by post to the following address **to be received by noon on 30<sup>th</sup> July 2018**:

Parish Clerk, Coxhoe Parish Council, Coxhoe Village Hall, Front Street East, Coxhoe, Durham DH6 4DB.

For further information about the Parish and the work of the Parish Council please go to our website [www.coxhoeparishcouncil.gov.uk](http://www.coxhoeparishcouncil.gov.uk).

I do hope that you decide to apply for this exciting opportunity. Interviews will be held on Saturday 4<sup>th</sup> August 2018.

Yours faithfully

**Stuart Dunn**  
**Chair**

## Terms and Conditions

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<b>Salary:</b>	£19,856-£22,441 pro rata JNC 9-12 (£10.29-£11.63 hourly)
<b>Hours of work:</b>	Monday &/or Tuesday &/or (2 hours) &/or Friday evenings (3 or 4 hours) however the postholder will need to be flexible to meet the needs of the service.
<b>Paid Leave entitlement:</b>	As per Terms and Conditions of Employment.
<b>Sick pay provision:</b>	As per Terms and Conditions of Employment.
<b>Pension entitlement:</b>	Coxhoe Parish Council subscribes to the NEST Scheme.
<b>Period of notice offered and required:</b>	As per Terms and Conditions of employment.
<b>Conditions of appointment:</b>	<p>Subject to satisfactory references, identity checks and criminal background check through the Disclosure and Barring Service.</p> <p>A requirement to attend training/events/courses deemed relevant and appropriate when post requires and as part of the employee's Continuing Professional Development.</p>
<b>In service training:</b>	Time off for own in-service training in negotiation with Clerk/Council.
<b>Miscellaneous:</b>	Outside paid employment must not take place within, overlap, or interfere with CPC's contracted hours.

## Job Description

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<b>Post:</b>	Youth Worker
<b>Salary:</b>	£19,856-£22,441 pro rata JNC 9-12 (£10.29-£11.63 hourly)
<b>Hours of work:</b>	Monday &/or Tuesday &/or (2 hours) &/or Friday evenings (3 or 4 hours) however the postholder will need to be flexible to meet the needs of the service.
<b>Accountable to:</b>	Senior Youth Worker, Parish Clerk, Coxhoe Parish Youth Services Lead Member and Council.
<b>Responsive to:</b>	Council Members, colleagues, community groups, residents, statutory and non-statutory partner organisations and funding partners.

### Organisation Context:

Coxhoe Parish Council's (CPC's) 'Youth Strategy Partnership' aims to deliver an enhanced and improved range of activities, facilities and services for children and young people in the Coxhoe and Quarrington Hill areas, guided by informed views of the children and young people of the area in partnership with the community and partner organisations.

### Job purpose:

1. Deliver youth work sessions in Coxhoe and Quarrington Hill that are high quality and result in improved outcomes for young people.
2. To ensure that children and young people participate in decision making, planning, governance and evaluation of youth work, activities and facilities in Coxhoe and Quarrington Hill, and the work of the Parish Council.
3. Support children and young people in securing additional funding for resources, activities and facilities for them in the area.
4. To adhere to the CPC Child Protection Policy.
5. To promote the Aims and Purposes of the CPC 'Youth Strategy', CPC in partnership with other organisations.

### Duties and responsibilities:

6. To implement and evaluate programmes and services for children and young people, ensuring they are stimulating, age appropriate, inclusive and varied.
7. Establish links with other community organisations to work collaboratively to meet the needs of children, young people and their families.
8. Ensure safe, clean, stimulating and welcoming environments are provided.
9. To lead the work of auxiliary staff, trainees and volunteers in the Parish, including ensuring they are fully aware of their responsibilities whilst working within the service.
10. Actively market the CPC, ALiC, CVH, DCC and QHCC and other Children's and Youth People's programmes and services.

Coxhoe Parish Council serves the villages of Coxhoe and Quarrington Hill

11. To monitor and provide ongoing support and reports to all stakeholders, including updates through a variety of social media platforms such as Facebook, Twitter, CPC website and publications.
12. To develop peer support programmes around, developing new opportunities for young people to engage with the programmes.
13. Ensure appropriate Marketing, PR and administrative material is first class, updated and maintained.

#### **Other**

14. To positively promote the aims, objectives, and ethos of CPC.
15. Implementation of Health and Safety Regulations at all activities. Carry out and oversee risk assessments as necessary.
16. To attend staff meetings as required.
17. Work within the policies of CPC including Equal Opportunities, Child Protection and adherence to duties of confidentiality, equality and diversity.
18. Attend training courses as appropriate and to keep CPD and the organisation updated with national trends. Ensure that all services are delivered in the context of current relevant legislation, policy and procedural framework.
19. Be available to work unsociable hours as required.
20. To undertake any other specific duties and responsibilities within capabilities as may be assigned by the Council, as necessary.
21. Liaison with: ALiC, CVH, DCC, EDRC AAP, QHCC members of staff, volunteers, casual and self-employed coaches and instructors, Schools, external agencies, children and young people, stakeholders, funders and members of the public.
22. The post holder will have discretion to act on day-to-day operational matters within the context of CPC's stated policies, objectives and Youth Strategy.
23. It is recognised that the CPC Youth Strategy is dynamic and as such, job descriptions will be required to be periodically reviewed and amended, reflecting the changing nature of the job. Such reviews will be carried out in conjunction with the staff concerned and one month's notice given of any change in the job description.

## Person Specification:

The post holder will exhibit the qualities, skills and experience set out in the attached appendix.

	ESSENTIAL	DESIRABLE	METHOD OF ASSESSMENT
<b>QUALIFICATIONS</b>	Youth Work Level 3, Social Work, Teaching or other relevant qualification.	Other relevant training e.g. First Aid, Child Protection Drugs.	Application form & Certificates
<b>EXPERIENCE</b>	<ul style="list-style-type: none"> <li>a) Working with children and young people.</li> <li>b) Facilitating group work.</li> <li>c) Proven track record of working in Childcare Services and Children and Young People's settings.</li> <li>d) Proven track record of successful grant applications/income generation from activities</li> <li>e) Supervisory experience of support/auxiliary staff.</li> </ul>		Application form
<b>SKILLS &amp; ABILITIES</b>	<ul style="list-style-type: none"> <li>a) Excellent interpersonal skills e.g. good listener, comfortable talking about everything, friendly, understanding, confident and non-judgemental.</li> <li>b) Building and maintaining meaningful relationships e.g. patient, supportive, confident.</li> <li>c) Innovative and proactive work processes.</li> <li>d) Be able to relate easily to all ages and have experience and enjoy working with children/young people in a variety of contexts.</li> <li>e) Able to work under pressure and meet deadlines.</li> <li>f) A commitment and ability to work both as a team member and autonomously.</li> <li>g) Have sound written, communication, administration and effective use of I.T skills &amp; experience of using social media.</li> <li>h) Have a good knowledge of Health and Safety and risk assessment requirements.</li> <li>i) Have a readiness to seek help and support to manage professional issues and problems.</li> <li>j) Be committed to maintaining and promoting the high standards expected within CPC as an equal opportunities organisation.</li> </ul>	Valid driving licence with access to a car and appropriate insurance e.g. business use.	Application form, interview, references
<b>BEHAVIOURS/ PERSONAL QUALITIES</b>	Good listener, friendly, patient, understanding, confident, supportive, non-judgemental, good at giving advice.		Application form, interview
<b>KNOWLEDGE &amp; UNDERSTANDING</b>	<ul style="list-style-type: none"> <li>a) Knowledge of main legislation affecting children (Children Act etc.).</li> <li>b) Knowledge of at least one public service organisation.</li> </ul>		Interview