

## **APPLICATION FOR EMPLOYMENT**

Thank you for the interest you have shown in the vacancies within Stockton on Tees Borough Council.

Completed forms can be e-mailed to [recruitment@xentrall.org.uk](mailto:recruitment@xentrall.org.uk) or posted to **Xentrall Recruitment Services, PO Box 891, Stockton on Tees, TS19 1JT**, marking the envelope in the top left hand corner with the post reference number.

In accordance with our recruitment procedures, your application will only be considered if it is received on or before the closing date as shown in the advertisement.

In the interests of economy, applications received via the post are not automatically acknowledged. If you require confirmation that your application has been received please enclose a stamped addressed envelope or telephone 01642 526992.

If you have not been contacted within 4 weeks of the closing date for receipt of applications, please assume that on this occasion your application has not been successful.

## **Youth Outreach Patrol Worker**

**Vacancy ID: 009796**

Salary: £21,693 - £23,111 Annually

Closing Date: 24-02-19

### **Benefits & Grade**

Grade H

### **Contract Details**

Permanent

### **Contract Hours**

37 hours per week

### **Disclosure**

The successful applicant will be subject to an Enhanced DBS check

### **Job Description**

We are seeking to appoint a self-motivated and committed individual to join Youth Direction Preventions Team. As a Youth Outreach Patrol Worker you will be required to undertake outreach patrols in identified areas to address anti-social behaviour amongst young people. You will have great inter-personal and engagement skills, and will be required to use a range of supportive and diversionary activities to reduce incidents of anti-social behaviour.

You will plan and deliver individual, restorative and group work sessions encouraging young people to work towards objectives to improve their life chances for the future.

You will operate within Stockton's Early Help delivery model and support vulnerable families towards excellent outcomes within the Early Help framework. You must be a strong team player and have an innovative and flexible approach.

Direct work with young people and a proven ability to achieve outcomes within a multi-agency context are essential.


An online application form and further information is available from [www.stockton.gov.uk/jobs](http://www.stockton.gov.uk/jobs).

Please ensure you refer to the Job Description and the essential and desirable criteria in the Person Specification when completing the Personal Statement on the application form, as this information is used to select candidates for interview.

If you would like an informal discussion about the post, please contact Andrea Murphy, Preventions Team Manager, on 01642 524605.

The application form is available in alternative formats from Xentrall Recruitment Services, tel: 01642 526992 or email [recruitment@xentrall.org.uk](mailto:recruitment@xentrall.org.uk)

Stockton-on-Tees Borough Council ensures that all customers, both internal and external receive a consistently high quality level of service.

 <b>Stockton-on-Tees</b> BOROUGH COUNCIL		<b>JOB DESCRIPTION</b>	
<b>Directorate:</b>  <b>Children's Services</b>		<b>Service Area:</b>  <b>Youth Direction</b>	
<b>JOB TITLE: Youth Outreach Patrol Worker</b>			
<b>GRADE: H</b>			
<b>REPORTING TO: Prevention and Early Help Co-ordinator</b>			
<b>1.</b>	<b>JOB SUMMARY:</b> <ul style="list-style-type: none"> <li>• To support Youth Outreach Patrols to deliver an effective targeted diversionary service to young people involved in anti-social and risk taking behaviour.</li> <li>• Address anti-social behaviour amongst young people in identified hot spot areas using a range of supportive and diversionary activities to reduce incidents of anti-social behaviour and stabilise communities.</li> <li>• To ensure that young people have access to all available education, employment, training and personal development opportunities.</li> <li>• To deliver preventative support services to young people in a whole-family approach, using evidence-based interventions and multi-agency support plans to improve outcomes within the early help framework and reduce demand into children's social care and specialist or crisis services, as part of the step up and step down process.</li> <li>• Develop positive, respectful and responsive relationships with young people and their families, supporting them to engage fully with and benefit from services to address their needs. Safeguard and promote the wellbeing of children and young people</li> </ul>		
<b>2.</b>	<b>MAIN RESPONSIBILITIES AND REQUIREMENTS</b>		
	1.	To undertake outreach patrols in identified areas to address anti-social behaviour amongst young people.	
	2.	To participate as appropriate, in the delivery of responsive and proactive projects and initiatives in specified locations to divert young people from anti-social behaviour. Using restorative approaches.	
	3.	To assist with interview and advice to complainants and perpetrators of nuisance, harassment and anti-social behaviour.	
	4.	To work with both individuals and their families to challenge, explore and make appropriate referrals to other services in relation to anti-social behaviour in a supportive manner.	
	5.	To work towards stabilising communities via a range of preventative, supportive, and diversionary measures.	
	6.	To deliver individual restorative interventions and group work sessions, encouraging young people to make a positive contribution to their community, building self-esteem and self-confidence and working towards objectives to improve their life chances for the future.	
	7.	To provide, in partnership with others, opportunities for young people to develop skills and realise their full potential.	

8.	To provide opportunities for young people to participate actively in the design, delivery and evaluation of services.
9.	To contribute, as requested by the Youth Direction Manager, in the development and support of partnership initiatives, benefiting local young people, working in multi-disciplinary teams as required.
10	Work in a variety of settings delivering services in a flexible and accessible manner, primarily evening and weekend work.
11	To work alongside Youth Direction and Early Help Teams to deliver an effective service
12	To maintain effective record keeping
13	To provide opportunities for young people to participate actively in the design, delivery and evaluation of services.

### 3. GENERAL

**Job Evaluation** - This job description has been compiled to inform and evaluate the grade of H using the NJC Job Evaluation scheme as adopted by Stockton Council.

**Other Duties** - The duties and responsibilities in this job description are not exhaustive. The post holder may be required to undertake other duties from time to time within the general scope of the post. Any such duties should not substantially change the general character of the post. Duties and responsibilities outside of the general scope of this grade of post will be with the consent of the post holder.

**Workforce Culture and supporting behaviours and Code of Conduct** – The post holder is required to carry out the duties in accordance with Workforce Culture and supporting behaviours, code of conduct, professional standards and promote equality and diversity in the workplace.

**Shaping a Brighter Future** – The post holder will embrace the Council's "Shaping a Brighter Future" programme.

**Personal Development** – As defined by the Council's Culture Statement, all employees will take responsibility for their own development

**Customer Services** – The post holder is required to ensure that all customers both internal and external, receive a consistently high quality level of service, commensurate to the standards required by Stockton on Tees Borough Council.

**Policies and Procedures** – The post holder is required to adhere to all Council Policies and Procedures.

**Health and Safety** – The post holder has a responsibility for their own health and safety and is required to carry out the duties in accordance with the Council Health and Safety policies and procedures.

**Safeguarding** – All employees need to be aware of the possible abuse of children and vulnerable adults and if you are concerned you need to follow the Stockton Council's Safeguarding Policy. In addition employees working with children and vulnerable adults have a responsibility to safeguard and promote the welfare of children and vulnerable adults during the course of their work.

## PERSON SPECIFICATION

Job Title/Grade	Youth Outreach Patrol Worker	H
Directorate / Service Area	Children's Services	Youth Direction
Post Ref:	33946	

	<b>ESSENTIAL</b>	<b>DESIRABLE</b>	<b>MEANS OF ASSESSMENT</b>
Qualifications	<ul style="list-style-type: none"> <li>• Educated to NQF level 4 or equivalent in a directly relevant subject or the equivalent demonstrable level of knowledge gained through directly relevant work related experience</li> <li>• Evidence of continuing professional development</li> </ul>	<ul style="list-style-type: none"> <li>• NVQ Level 3 Qualification in a relevant area</li> <li>• Additional professional qualifications</li> </ul>	Application form
Experience	<ul style="list-style-type: none"> <li>• Direct work with young people</li> <li>• Successful experience of partnership working</li> <li>• Implementing assessments which identify risks and needs of children and young people</li> <li>• Implementing intervention and/or action plans for individuals.</li> <li>• Delivery of information and advice to young people and their parents/carers</li> </ul>	<ul style="list-style-type: none"> <li>• Work within disadvantaged and excluded young people</li> <li>• Experience of working in a multi-disciplinary team</li> <li>• Work with schools and colleges</li> </ul>	Application / Interview

	<ul style="list-style-type: none"> <li>• Engagement of service users in planning delivery and evaluations</li> </ul>		
Knowledge & Skills	<ul style="list-style-type: none"> <li>• Effective inter - personal skills</li> <li>• Organisational skills</li> <li>• Good communication skills both written and oral.</li> <li>• Able to provide information, advice and support to young people, carers and parents in a sensitive and supportive manner</li> <li>• Deliver a range of imaginative interventions</li> <li>• Understanding of equality and diversity issues affecting young people and their community</li> <li>• Understanding of partnership working</li> <li>• Understanding of preventative work and targeted youth support.</li> <li>• Safeguarding agenda</li> </ul>	<ul style="list-style-type: none"> <li>• Knowledge of policy and legislation relating to children and young people</li> </ul>	Interview
Specific behaviours relevant to the post	<ul style="list-style-type: none"> <li>• Demonstrate the Council's Behaviours which underpin the Culture Statement.</li> <li>• Adaptable and flexible, working in a fast changing environment</li> <li>• Good team player</li> <li>• Passionate and committed</li> </ul>	<ul style="list-style-type: none"> <li>• The ability to manage stress and demonstrate emotional resilience in working with challenging behaviours and attitudes</li> </ul>	Application / Interview
Other requirements	<ul style="list-style-type: none"> <li>• Ability to travel across the borough independently</li> </ul>		

	<ul style="list-style-type: none"><li>• Willingness and ability to work flexibly between the core hours of 7:30am – 9pm 7 days a week.</li></ul>		
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**Person Specification dated**

**4 October 2016**

## **Conditions of Service**

### **General**

Conditions of service will vary from service to service. However, there are some general points to cover.

Conditions of service generally are those contained in the appropriate National Joint Council Schemes but have been supplemented in a number of areas by locally agreed conditions. The relevant Handbooks are available for reference in all departments.

### **Office Hours**

The normal working week is 37 hours. Council offices are generally open to the public from 8.30 a.m. to 5.00 p.m. (4.30p.m. on Friday). The majority of office staff are able to take part in the Councils flexible working hours scheme. Elsewhere, fixed hours or shift working may be operated according to the needs of a particular service.

### **Annual Leave**

The basic annual leave entitlement is 26 days plus 8 public holidays. Employees with 5 years continuous service receive 31 days annual leave.

### **Sick Pay**

Most employees are covered by the provisions of the nationally agreed sick pay schemes which allow periods of absence on half pay and full pay according to length of service.

### **Pension**

You will automatically be entered into the Local Government Pension Scheme (LGPS) unless you choose to opt out. This is a contributory pension scheme and meets Government standards for automatic enrolment. If you do not opt out within three months of joining the LGPS, you will not be eligible to receive a refund of your contributions but will instead be given deferred benefits within the Scheme. If you decide to opt out of the Scheme your employment, earnings and age will be monitored in line with automatic enrolment guidelines.

### **Medical Examination**

Before commencing your employment, you will need to complete a medical questionnaire and may be subject to a medical examination.

### **Probation**

New entrants to Local Government will be required to complete a six month probationary period.

### **Equal Opportunities**

The Council is working towards an environment where all employees, residents and service users receive equal treatment regardless of gender or gender reassignment, marital or civil partnership status, sexual orientation, age, disability, race, religion or belief, social origin, pregnancy and maternity.

### **Job Sharing**

A voluntary Job Sharing Scheme is in operation. Applications to job share are welcome and there is no requirement for you to apply with a partner.

### **Payment of Salaries**

Salaries are paid monthly on the last working day of the month. All payments are made by credit transfer direct to a nominated bank or building society.

### **Smoking Policy**

The Council operates a No Smoking Policy.

### **Politically Restricted Posts**

The Local Government and Housing Act 1989, as amended by the Local Democracy, Economic Development and Construction Act 2009 designate certain posts as politically restricted. If this is the case it will be detailed on the job description and means that you would be disqualified from being a member of a Local Authority, the House of Commons or of the European Parliament. Further information is available upon request.



**Rehabilitation of Offenders Act 1974**

Having a criminal record will not necessarily bar you from working for the Council. This will depend on the nature of the post and the circumstances and background of your offence(s). To assist the Council in determining the suitability of your employment, certain posts are subject to a DBS check. If this is the case an appropriate statement will appear in the recruitment advertisement.