

JOB DESCRIPTION

Post Title: Youth Support Worker	Director/Service/Sector Youth Service		Office Use
Grade: JNC Youth Support Worker Range 5–8	Workplace: Northumberland – venue/s to be confirmed		JE ref:
Responsible to: Lead Professional / Youth Worker	Date:	Manager Level:	HRMS ref:
Job Purpose: To deliver youth work as per key duties			
Resources	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.	
Duties and key result areas:			
<ul style="list-style-type: none"> ● Working directly with young people to develop their social / personal education by providing programmes of activities, services and facilities. ● Working in a variety of youth work settings, including centre based, detached and outreach youth work ● To deliver youth work linked to core and external budget streams e.g. National Citizen Service and others. ● To establish and maintain relationships with young people and community groups. ● Assisting in the provision of advice and support to local community groups and agencies. ● Assisting in the motivation, retention, development and support of staff and volunteers. ● To assist the work of the Prevention, Participation and Early Help strands of the Youth Service as required. ● Assisting with Service development by contributing to planning, delivery and monitoring of Youth Work provision. ● To attend regular supervision and an annual appraisal as directed by your line manager. ● Performing and ensuring the discharge of administrative duties (including day to day administration, petty cash, record keeping and health and safety). ● Contribute to the quality of Service provision. ● Implementing Northumberland County Council's equal opportunities policies. ● To complete all required learning as directed by Northumberland County Council. ● To be committed to safeguarding and to comply with Northumberland County Council's safeguarding policies and procedures. ● To be committed to General Data Protection Regulations (GDPR) and all associated policies and procedures. ● To adhere to the rules, procedures and code of conduct of the County Council. 			
<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>			
Work Arrangements			
Transport requirements:	N/A		
Working patterns:	Daytimes, evenings and weekends, as required		
Working conditions:	Variable venues		

PERSON SPECIFICATION

Appendix 2

Post Title: Youth Support Worker (JNC 5-8)	Director/Service/Sector: Youth Service	Ref:
Essential	Desirable	Assess by
Knowledge and Qualifications		
Equal Opportunities		A
Understanding of Safeguarding and Child Protection Issues		I
Participated in Safeguarding Training		A
	Youth Work Qualification	A
Training in supporting areas, i.e. Drugs, CCard etc		A, I
Experience		
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
Skills and competencies		
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
Physical, mental and emotional demands		
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