

<b>Post Title:</b> Youth Worker	<b>Director/Service/Sector:</b> Youth Service		<b>Office Use</b>
<b>Grade:</b> JNC Professional Range Pts 22-25	<b>Workplace:</b> Various youth venues in accordance with agile working		<b>JE ref:</b> <b>HRMS ref:</b>
<b>Responsible to:</b> Lead Professional Youth Worker	<b>Date:</b>	<b>Manager Level:</b>	
<b>Job Purpose:</b> Coordinating the planning, organisation, delivery, monitoring and evaluation of youth work in the allocated Area. Supervision and coaching of the youth work staff team.			
<b>Resources</b>	Staff	Full / Part Time Youth Workers – 0-37 hrs	
	Finance	Varied, depending on local area budget	
	Physical	Youth work base/s and associated outlets and resources	
	Clients	13-19 yr olds within catchment area (11-25 yr olds 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>• To coordinate the delivery of youth work practice and to deliver face to face youth work sessions in accordance with JNC Terms and Conditions at local delivery level including core and externally funded provision e.g. National Citizen Service and others.</li><li>• To support the Strand Lead Workers (Prevention, Early Help and Participation) with the coordination of the Continuing Professional Development of the youth work staff.</li><li>• To support the Strand Lead Workers with the improvement and implementation of Development and Delivery Plans.</li><li>• To liaise and collaborate with local cross-sector partners and other appropriate outside agencies in support of the Youth Service Delivery Plan.</li><li>• To support the Strand Leads with the implementation of Northumberland County Council (NCC) policies and procedures.</li><li>• To assist in the implementation of Northumberland Youth Services marketing plan and communication strategy as directed by the Participation and Publicity Lead.</li><li>• To support the Strand Leads with any fundraising and income generation activity.</li><li>• To provide Northumberland Youth Service Manager, Strand Lead Workers and Northumberland Adolescent Service (NAS) Business Manager with all required performance indicator information as required by NCC policy including Management Information and Quality Assurance requirements.</li><li>• To support the Youth Service Manager and the NAS Business Manager with the management of financial procedures including budget setting, budget management and financial reporting.</li><li>• To represent the Youth Service at both local and countywide level including attending all relevant service improvement agenda meetings, training events etc., as required by the Youth Service Manager, NAS Business Manager and Strand Lead Workers.</li><li>• To represent the Youth Service at any strategic meetings as and when required.</li><li>• To be committed to equal opportunities and to comply with the County Council's equal opportunities policy.</li><li>• To perform regular supervision and appraisal duties of managed staff as required.</li><li>• To complete all required learning as directed by Northumberland County Council. This includes ensuring all line managed staff complete all their required learning</li><li>• To be committed to safeguarding and to comply with Northumberland County Councils safeguarding policies and procedures. This includes ensuring all line managed staff complete all required safeguarding training</li></ul>			

- To be committed to General Data Protection Regulations (GDPR) and all associated policies and procedures. This includes ensuring all line managed staff follow GDPR policies and procedures.
- To adhere to the rules, procedures and Code of Conduct of the County Council.
- Any other duties as required by the Youth Service Manager or Strand Lead Workers .

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.

#### **Work Arrangements**

Transport requirements:	Travel in and around the area and to Countywide meetings as and when required.
Working patterns:	Daytime, evening sessions and weekends as required as per JNC Terms and Conditions.
Working conditions:	Dependant on programme of work as identified through needs analysis of client group.

**PERSON SPECIFICATION**

<b>Post Title:</b> Youth Worker (22-25)		<b>Director/Service/Sector:</b> Youth Service	Ref:
<b>Essential</b>	<b>Desirable</b>		<b>Assess by</b>
<b>Knowledge and Qualifications</b>			
JNC Nationally qualified practitioner			a, i, r.
Health, Safety & Welfare issues			
Safeguarding and Child Protection issues			
Equal Opportunities			
Government policy in relation to young people.			
<b>Experience</b>			
Substantial post qualification experience of delivery of centre based and non-centre based youth work.	Delivery in a range of youth work settings including town and rural settings.		a, i, r.
Face to face youth work, in formal and informal settings.	Work with disengaged young people.		
Work in partnership with other agencies	Collaboration with the voluntary youth work sector.		
Supervision and coaching of Part Time Youth Workers	Reporting within management structures.		
	Management of Buildings and other resources		
	Fundraising experience		
<b>Skills and competencies</b>			
Flexibility in use of your time and in organisation of your work.	Creativity in use of resources		a, i, r.
Negotiation skills.	Provision of advice to other agencies		
Conflict resolution skills	Appraisal/Supervision Training		
Budget administration			
Ability to stimulate, motivate and inspire others to work effectively in youth work settings.			
Experience of supervising / coaching other youth work staff.			

<b>Physical, mental and emotional demands</b>		
Discretion/confidentiality		a, i, r.
<b>Other</b>		

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