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| Stockton-on-Tees Borough Council | JOB DESCRIPTION |
| **DIRECTORATE:****Children’s Services** | SERVICE AREA:Help & Support – Youth Direction |
| **JOB TITLE:****Youth Activities Worker - Casual** | **GRADE:**F |
| **REPORTING TO:****Team Manager – Youth Direction** |

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| 1. **JOB SUMMARY**
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| Assist in:Working directly with young people delivering a range of educational, social and support activities and initiatives including evenings, Saturdays and Sundays when required.Contributing to the delivery of youth support services, which include Youth Clubs, Youth Projects, Targeted Youth Work, Duke of Edinburgh Award and outreach, including street based and outreach work when required.Contributing to the co-ordination of holiday provision throughout the year which will include direct delivery and indirect support of the programmes. Work flexibly across Children’s Services and with other agencies, partners and stakeholders to meet the needs of children, young people and families. You may be requested to lead on specific projects, take on responsibility for other areas of work and deputise for your line manager when required. |

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| 1. **MAIN RESPONSIBILITIES AND REQUIREMENTS**
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|  | * To work directly with young people delivering youth work services.
* To assist line manager/supervisor in the assessment of need.
* To assist in the development of projects designed to meet assessed need.
* To assist in the monitoring and evaluation of service delivery.
* To deliver advice and support on health-related issues including Sex and Relationships.
* To carry out duties in an outreach and street-based capacity as and when required to do so.
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|  | Contribute to the achievement of service objectives. |
|  | Contribute to the learning and development of people in the team and undertake your own personal development. |
|  | Contribute to the achievement of financial objectives. |
|  | Work flexibly across Children’s Services and with other agencies, partners and stakeholders to meet the needs of children, young people and families.  |
|  | Promote a positive workforce culture that is focussed on delivering excellent customer service and ongoing service improvement. |
|  | Support and promote the ongoing work, development and improvement of the Directorate and the Council. |
|  | You may be requested to lead on specific projects, take on responsibility for other areas of work and deputise for your line manager when required. |

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| 1. **GENERAL**
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| **Job Evaluation -** This job description has been compiled to inform and evaluate the grade of the job. |
| **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. |
| **Job Description dated:** |

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| **Stockton-on-Tees Borough Council** | **PERSON SPECIFICATION** |
| **DIRECTORATE:****Children’s Services** | SERVICE AREA:**Help & Support – Youth Direction** |
| **JOB TITLE:****Sessional Youth Activities Worker** | **GRADE:****F** |

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| **CATEGORY** | **ESSENTIAL** | **DESIRABLE** | **MEANS OF ASSESSMENT** |
| **Qualifications** | * Good level of education including Level 4 in Maths and English or equivalent
 | * NVQ Level 2 or higher in Youth Work or equivalent
* Continuous professional development
 | Application |
| **Experience**  | * Working with young people
* Delivery of youth work or youth engagement
* Supporting learning and development
* Partnership working
* Promoting a positive culture
* Customer focus
* Improving services
 | * Providing support to young people and their families
* Providing activities to young people experiencing difficulties
* Decision making
* Working in local government or public sector
 | Application / Interview |
| **Knowledge & Skills** | * Issues relating to young people and how to respond
* Effective communication
* Problem solving
* Effectively plan and prioritise workload
* Microsoft Office technology solutions
* Service-specific information and case management systems
 | * Information governance and security
 | Application / Interview |
| **Behaviours** | * Demonstrate the behaviours that underpin the Council’s Culture Statement
* Leading by example
* Collaborative team worker
* Handle difficult situations sensitively
* Pragmatic, flexible and resilient
* Self-motivated, energetic, not easily discouraged
 |  | Application / Interview |
| **Other requirements**  | * The role requires frequent travel between venues across the borough, therefore the ability to travel independently is essential.
* The role is delivering a service predominantly during out of office hours including early mornings, evenings and weekends, therefore ability to work flexibly, and be part of a duty rota is essential.
 |  | Application / Interview |
| **Person Specification dated: July 2021** |