

Hertfordshire County Council Job Outline



JOB TITLE:	Youth Worker
GRADE:	JNC 15-18 (or 11-14 until qualified)
REPORTS TO:	Youth Work Practice Manager
DEPARTMENT:	Childrens Services
TEAM:	Services for Young People

PURPOSE OF THE JOB

To support young people, particularly those who are vulnerable and in targeted localities of need, by providing high quality informal education preventative and early help opportunities to achieve their personal and social development.

To enable young people to make informed decisions, have a place in their community and, ultimately, to reach their potential and make a successful transition to adulthood.

To deliver high quality projects and programmes across the district and area, and in a variety of settings including young people's centres, schools and colleges.

MAIN AREAS OF RESPONSIBILITY

- Deliver and record one to one and group work with young people; daytimes, evenings and residential, to achieve set targets and agreed outcomes.
- Plan, deliver, record, and evaluate informal education opportunities to improve young people's personal and social skills which result in recorded outcomes in line with Service and contract targets.
- Performance manage a team of youth support workers and volunteers, to plan, deliver, achieve targets, and evaluate youth work.
- Establish, maintain, and develop effective partnership working in order to plan and deliver personal and social development programmes with clear outcomes.
- Establish, contact and develop relationships with young people through a variety of styles and settings, and ensure that staff you manage do the same.
- Ensure that effective needs analysis and action planning is implemented to meet the identified needs of young people.
- Monitor, evaluate and record practice using Service systems. Provide written and verbal reports on your work, as required.

- Lead on session briefings, debriefings, evaluations and recordings. Organise regular project staff meetings and attend meetings, forums and events as required.
- Contribute to the development of the Service and Department through team meetings, project meetings and working groups.
- Ensure that all delivery that you are responsible for complies with all health and safety and safeguarding requirements.
- Ensure the implementation of all Services for Young People, Children's Services and HCC policies and procedures.
- Ensure that comprehensive and quality supervision and appraisals are systematically provided for all staff in your span of control.
- Organise, promote and deliver relevant L&D opportunities. Ensure that you and your staff complete training in line with Service policy.
- The duties and responsibilities listed above describe the post as it is at present. The post holder is expected to accept any reasonable alterations that may from time to time be necessary.

Person Specification

- Nationally recognised JNC qualification for Youth and Community Workers or the ability to complete this higher education qualification (fully funded by HCC)
- Experience in forming constructive professional relationships with young people to design, deliver and evaluate programmes in an informal setting which result in clear learning outcomes and the achievement of targets
- The ability to communicate effectively both verbally and in writing with young people, adults, and others e.g., report writing, making presentations and facilitation of groups
- Experience in managing youth work provision including health and safety, and safeguarding
- Experience of performance managing staff to meet agreed targets, identified outcomes and to ensure the delivery of high-quality work?

Criminal Background Check

Safeguarding children and adults is of utmost importance to Hertfordshire County Council. The Council requires employees to abide by legislation and best practice to enable Hertfordshire to achieve this. This role has been identified as requiring a Disclosure & Barring Service (DBS) check or Basic Disclosure. You must therefore

ensure that any relevant criminal record check application is completed and returned as requested by the Council, as this is deemed a contractual requirement of employment. In addition, you consent to allow the Council to retain a copy of the disclosure certificate within your personal file.

It is a contractual obligation to disclose any cautions, reprimands or convictions and to update your manager of any changes to your status whilst in employment. Enhanced DBS roles will be reviewed periodically during employment, by means of DBS Dip Sample or three yearly rechecks. Failure to disclose changes to your status may be detrimental to your employment and you may be subject to disciplinary action.

Please note that additional information referring to the check is in the guidance notes to the application form. If you are invited to interview you will receive more information.

Diversity and Inclusion

Hertfordshire County Council is committed to making inclusion part of our DNA, both as a large employer of people and as a provider and commissioner of services.

We strive to positively promote diversity and inclusion across the delivery of services and within our workforce. We want everyone at work, regardless of their background, identity or circumstances to have a sense of belonging to the organisation. We want all employees to feel valued, accepted and supported to succeed at work and reach their full potential.

Health and Safety

It will be the duty of every employee while at work to take reasonable care for the Health and safety of themselves and of other persons who may be affected by their acts or omissions at work.

Additional Information: Code of Practice on the English Language Requirements for Public Sector Workers

Public Authorities must ensure that all members of staff in customer facing roles, whatever their nationality or origins, are able to communicate the English language fluently with the general public, verbally and in written format (access needs will be met for those with a disability).