

# Hertfordshire County Council Job Outline



**JOB TITLE:** Youth Support Worker  
**GRADE:** JNC 5-8  
**REPORTS TO:** Youth Worker or Youth Support Worker in Charge  
**TEAM:** Services for Young People  
**DEPARTMENT:** Children's Services

## **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 prevention and early intervention opportunities to help 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.

## **Main Areas of Responsibility**

- Make positive relationships with young people to enable their engagement with the project to achieve successful recordable outcomes.
- Work with young people delivering group and individual work using a planned youth work curriculum programme.
- Evidence and document young people's personal and social development in accordance with the Service priorities and the needs of the Service.
- Record and evaluate work in line with Services for Young People quality assurance systems.
- Assist in the consultation, planning and evaluation of youth work projects.
- Attend and engage in briefings, de-briefings, team meetings and training.
- Attend regular Supervision and Performance Management and Development Scheme meetings with the line manager.
- Assist with the opening and closing procedures of the project and venue.

- Comply with all Services for Young People, Children's Services and HCC policies and procedures.
- Comply with all safeguarding policies and health and safety requirements in relation to the project and working with young people.
- Undertake training in line with the Services for Young People training matrix and as identified through the Performance Management and Development Scheme.
- Attend and complete induction and initial training within agreed timescales.

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**

**Please ensure you provide examples and evidence of when you have demonstrated the attributes listed below, on your application form.**

**If you do not provide examples to address these points (also known as a 'supporting statement'), your application may be rejected.**

1. Experience of working with young people in either a voluntary or paid capacity.
2. Ability to develop professional relationships with young people and vulnerable young adults.
3. Good knowledge, interests, skills or training that would enable you to contribute to positive informal educational activities with young people and vulnerable young adults.
4. Understanding of the key issues which young people and vulnerable young adults face and the ability to identify their needs.
5. Experience of working as a member of a team and evidence of successful contributions you have made to a team's work.
6. Willingness and ability to complete the compulsory Certificate in Youth Work, a commitment to undertake ongoing professional development and to put what you learn into practice.
7. An understanding of equal opportunities and knowledge of how you would put that into practice.
8. Willingness and ability to work regular weekly evening sessions including Fridays.

## **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).