

Hertfordshire County Council Job Outline



JOB TITLE: Senior Youth Worker
GRADE: JNC 23-26
REPORTS TO: Youth Work Practice Manager
SERVICE: Services for Young People
DEPARTMENT: Children Services

Purpose of the Job

To support young people, particularly those who are vulnerable and at risk, 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.

Lead on the delivery of youth work within the district and contribute to the development of youth work across the area.

Main Areas of Responsibility

- Plan, deliver, record, and evaluate group and individual work with young people; daytimes, evenings and residential.
- Initiate, 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 youth support workers in charge, youth support workers and volunteers, to plan, deliver, record and evaluate one to one and groupwork.
- Monitor, evaluate and record practice and support the implementation of Service policies and processes across the area to ensure that delivery and recording is of a high standard.
- Establish, maintain and develop effective partnership working to plan and deliver personal and social development opportunities 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, including assessments are completed and acted on so that the needs of young people are identified and met including actively enabling the involvement of young people in the development, planning, delivery and evaluation of services. Attend panels, as required. Act as a lead worker for cases.
- Contribute to the development of the Service and Department through team meetings, project meetings and working groups.
- Ensure that all delivery, for which you are responsible, 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.
- Deputise for the Youth Work Practice Manager as directed.
- Organise, promote and deliver relevant L&D opportunities. Ensure staff complete training in line with the Service policy.
- Contribute to the recruitment process and appointment of professional range youth workers, youth support workers in charge, youth support workers and volunteers.
- 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.

It is essential that you provide a supporting statement answering all the questions below in the following order.

1. What nationally recognised JNC qualification for Youth and Community Workers do you have?
2. What are your abilities to form constructive professional relationships with young people to design, deliver and evaluate appropriate programmes in an informal setting and facilitate others to do so resulting in clear outcomes and the achievement of targets?
3. How do you communicate effectively both verbally and in writing with young people, adults and others e.g., report writing, making presentations, facilitation of groups and attending panels / forums / meetings?
4. What is your experience of managing diverse youth work provision across a geographical area, including health and safety, safeguarding?

5. How have you successfully performance managed staff to meet agreed targets, identified outcomes and to ensure the delivery of high-quality work?
6. What is your experience and ability to work effectively to achieve targets and meet deadlines?
7. Do you have daily access to a car, and can you drive independently across the county? Can you work flexibly including evenings and school holidays?

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.

Equality and Diversity

Hertfordshire County Council is determined to take action to ensure that our belief in diversity and equality of opportunity is integral to everything we do. It will inform every area of activity; from the way we provide services to the way we employ our staff. It is a central responsibility of all councillors, managers, staff and partners. The council's equality policy 'Putting People First' is available on hertfordshire.gov.uk, on the internal intranet or from your line manager.

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.

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.