

LONDON BOROUGH OF LEWISHAM

JOB DESCRIPTION

Designation:	Youth Worker	Grade:	Scale 4
Reports to:	Senior Youth Worker	Grade:	SO2
Directorate:	Children and Young People	Department:	Prevention and Family Advice

Main Purpose of the job:

To undertake a wide range of youth work, including targeted case loaded support, open access Youth Work, detached and outreach work and curriculum-based delivery.

The Youth Worker will be required to support the delivery of a flexible and adaptable Youth Work programme through face to face or digital media.

The post holder will be required to develop Youth Work programmes in partnership with young people ensuring that co-production is integral to Youth Work delivery.

The Youth Support Worker will maintain the case work system to ensure information about young people visiting the centre is accurate and any work delivered or issues identified are captured.

Main Duties:

Job Specific Requirements

- Work directly with the Youth Work team and young people to develop innovative and creative social education programmes that widen young people's horizons, promote participation and invite social action, in particular by encouraging young people to be critical and creative in their responses to their experience and the world around them.
- To have responsibility for supporting a caseload of young people who are identified within the locality as in need of support.
- To provide a flexible service, developing comprehensive assessments with young people in order to develop individual support plans and undertake further assessment and regular reviews as appropriate.
- To offer tailored information, support and guidance that allows young people to make informed choices presenting information digitally or face to face where appropriate.
- To ensure that all relevant support is accessible and available to young people, including referral pathways for other services and where appropriate providing brokerage and advocacy functions.

- To support individuals to address broad barriers to attendance, behaviour, attainment and wellbeing in turn reducing the risk of young people becoming NEET.
- Establish and maintain effective engagement with a range of organisations and agencies that can assist in the progression of case loaded individuals.
- To regularly monitor, collate and update performance management information, reports and other monitoring requirements.
- To ensure that all personal data is effectively protected and handled, within locally agreed Information Sharing Protocols.
- To ensure that all records and files are keep up to date, including inputting into regular partnership and strategic groups.
- To work as part of a Digital Youth Work team and enable colleagues, wider youth support services and young people to access digital support.
- To carry out other tasks and responsibilities of a similar nature as determined from time to time by the manager in relation to the smooth running of the service.
- Facilitating the provision of information, support and guidance including social media and digital Youth Work to young people.
- Facilitate the co-production of planning, delivery and evaluation of locality-based youth service provision.
- Collate, analyse, and utilise data collected to inform delivery, demonstrate impact and develop provision from an evidential base.
- Facilitate a safe environment for young people to meet and explore digital spaces, where they can relax, forge new relationships and have fun.
- Support young people to develop respect and tolerance towards others who have different beliefs, non-beliefs, disability, gender, identity or values, including those from other cultures, faiths and backgrounds.

Corporate Requirements

- To participate actively in supporting the principles and practice of equality of opportunity as laid down in the organisation's Equal Opportunities Policy.
- To take reasonable care for the health and safety of yourself and other persons who may be affected by your acts or omissions and to comply with all health and safety legislation as appropriate.
- To, as a statutory duty, adhere to the Council's Corporate Safeguarding Policy and associated policies and procedures and to report concerns regarding the safety and wellbeing of children

and adults at risk. In order to support you in this, you are required to access safeguarding training at the level which is relevant to this post.

- As a term of your employment, you may be required to undertake such other duties and/or times of work as may reasonably be required of you, commensurate with your grade or general level of responsibility within the organisation.
- Although you will be provided with a base, you may be required to work from various locations in accordance with the needs of your designated locality.

Internal Contacts: CYP Directorate Education, Commissioning, Integrated Adolescent Service, Safer Communities,

External Contacts: NHS, Police, Fire Services, Community, Voluntary Faith Organisations

To carry out the duties of the post with due regard to the Council's relevant policies, codes and procedures.

To carry out duties with due regard to the Council's values and behaviours

All employees are required to participate in Appraisal and Performance Management processes and to undertake appropriate training and development, including mandatory induction training, identified to enhance their work.

Undertake other duties, commensurate with the grade, as may reasonably be required.

Consideration will be given to restructuring the duties of this post for a disabled postholder.

THIS JOB DESCRIPTION MAY NEED TO BE AMENDED BY THE DIRECTORATE TO MEET
THE CHANGING NEEDS OF THE SERVICE.

Number of fully managed staff: None

Title:	Grade:	No. of posts:
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Number of partially managed staff: None

Title:	Grade:	No. of posts:
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PERSON SPECIFICATION

Job Title: Youth Worker

Grade: Scale 4

Department: Prevention and Advice

Note to Candidates

The Person Specification is a picture of the skills, knowledge and experience needed to carry out the job. It has been used to draw up the advert and will also be used in the shortlisting and interview process for this post.

Those categories marked 'S' will be used especially for the purpose of shortlisting.

Please ensure that Equality and Diversity issues are addressed specifically in relation to the role for which you are applying when addressing the requirements of this person specification where appropriate.

If you are a disabled person but are unable to meet some of the job requirements specifically because of your disability, please address this in your application. If you meet all the other criteria, you will be shortlisted, and we will explore jointly with you if there are ways in which the job can be changed to enable you to meet the requirements.

1. Equality and Diversity - Awareness of and a commitment to Equality of Access and Opportunity in a diverse community - Understanding of how equality and diversity relates to this post.	S S
2. Education and Qualification - Relevant professional qualification in youth work: Level 3 certificate in youth work practice and/or Level 3 diploma in youth work practice. - Recognised Degree in youth and community work or working towards (Desirable) - First Aid Training at Work Certificate (Desirable)	
3. Knowledge and Ability - Experience of working with young people (aged 8-25) in non-formal/informal settings. - Applying safeguarding procedures effectively and maintain appropriate professional boundaries. - A good knowledge and understand of recent developments in the lives of young people and communities. - Experience of supporting young people including 1-1 interventions, group work, outreach and targeted Youth Work. - Ability to record the work you do, analyse and utilise the data to improve your practice. - A creative and innovative approach to working with young people.	S S

4. Skills • Excellent communication skills, with the ability to quickly establish positive relationships with young people and motivate them to participate in activities and events. • Ability to communicate effectively (where required) both verbally and in writing with young people, staff, managers and stakeholders, other agencies and the public. • Carry out the secure handling of personal sensitive data in line with Data Protection legislation. • Excellent interpersonal skills with an emphasis on working inclusively and supportively with young people. • Have a proven track record of working collaboratively and as part of a team as well as on own initiative. • Energetic and enthusiastic, with a positive approach to work and the ability to engage with young people. • Willingness to undertake training and commitment to personal development. • Understands and has a commitment to a child's rights approach. • Ability to communicate in a relevant additional language (Desirable). • Be flexible and open to change (Desirable).	S S
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DBS Disclosure Required? **No** ☐ **Basic** ☐ **Enhanced** ☐ Y

(Tick as appropriate – guidance available from your HR Advisor)