

Job Description

Job Title:	Youth Support Worker
Reports to:	Youth Worker
Salary:	£20077.00 - £20341.00 pro-rata (Level 2 Youth Work) £21040.00 - £23308.00 pro-rata (Level 3 Youth Work)
Location:	Gloucestershire

Purpose

To support vulnerable young people and those with complex needs to make effective transitions into adulthood. To establish relationships with young people and support them in undertaking tasks, engaging in activities and developing life skills and helping them overcome barriers to participation and achievement.

The post holder will assist with the planning and delivery of a programme of youth work in consultation with young people, other team members and the immediate line manager of the project.

Main Duties and Responsibilities

This is a general description. The emphasis on duties may vary depending on the work location, training, experience and support. The post holder will be part of the wider Youth Support Team and will participate in a team structure that has responsibility for meeting the needs of vulnerable and at-risk young people and those with complex needs. The service aims to provide:

1. A range of preventative services aimed at improving outcomes for all young people
2. A cohesive and joined up approach to meeting needs
3. Good quality information, advice and guidance and effective referral
4. Specific targeted support to those most in need including NEET young people, young offenders, care leavers, homeless, runaways, young people with emotional, mental health and alcohol/substance misuse issues and young people with disabilities/LDD
5. A service notable for its flexibility and ability to respond to young people's needs with creativity and dynamism

6. Statutory responsibility for youth offending
7. Establish positive relationships with young people and their families, encouraging active engagement and participation
8. To assist in the development and delivery of youth work programmes using independent initiative and working directly with young people.
9. To assist in the planning of provision of a balanced youth work curriculum which meets the needs of young people and supports young people in developing a wide range of life skills such as budgeting, cooking and basic skills
10. To ensure that young people are empowered to take a full and active part in the project's decision-making processes and support young people in raising their aspirations
11. Assist in the development of agreed intervention plans and programmes for young people and their families and help young people in moving forward with their plan and completing agreed tasks
12. Offer practical support, advice and guidance on a variety of issues including benefits, employment, housing and health
13. Work with young people individually or in groups at times and places that ensure access, eg outreach & detached within communities
14. Work to the required quality standards
15. Participate in a multi-disciplinary team structure and work in a supportive and collaborative manner with colleagues and partner agencies to deliver cohesive services to young people
16. Attend regular supervision, team development opportunities and contribute to the development of plans, practice guidelines and policy as necessary
17. To represent the service in a manner consistent with the highest professional standards and reflective of the service and its commitment to equality of opportunity
18. To work in a flexible and responsive way that ensures the service is capable of meeting key goals and objectives and remains relevant
19. To remain aware of developments locally and nationally in terms of policy and practice and to demonstrate an ongoing commitment to continuous improvement and working to the highest quality standard
20. Ensure adherence to the company's equalities and diversity policy

21. Other duties commensurate with the level and nature of the post.

Other

1. To undertake any further training as identified in the Shaw Trust review procedures.
2. Ensure that safe working practices are followed in respect of COSHH and other Risk Assessment control measures.
3. Employees must comply with the provisions of 'The Health and Safety at Work Act 1974' and must take reasonable care for the health and safety of themselves and of other persons who may be affected by their acts of omissions whilst at work. Employees are also required to co-operate with their employer to enable them to perform or comply with any statutory provisions. The Trust's efforts to promote a safe and healthy working environment can only succeed with the full co-operation of its employees.
4. To understand, comply with and promote Shaw Trust's safeguarding policy and procedures. It is the responsibility of all employees to make the working environment safe and secure for all. Everyone must adhere to the 5 Rs in relation to possible abuse: Recognition, Response, Reporting, Recording and Referral. The Trust can only ensure its dedication to the protection of vulnerable people with the full cooperation of its employees.
5. The Trust has a Diversity and Inclusion Policy and it is the responsibility of all staff to comply with this. The key responsibilities for staff under this Policy are set out in the Trust Code of Conduct.
6. To maintain the confidentiality about clients, staff and other Trust business. The work is of a confidential nature and information gained must not be communicated to other persons except in the recognised course of duty. The post holder must meet the requirements of the Data Protection Act at all times.
7. To maintain awareness of risk and to take personal responsibility for ensuring that the Trust is not unnecessarily exposed to risk. To report any issues or concerns relating to risk and the effectiveness of the Trust's risk management arrangements.
8. Be aware of, promote and implement Shaw Trust's Risk, Quality and Information Security Management Systems.

9. To report to line manager, or other appropriate person, in the event of awareness of bad practice.
10. Recycle and manage energy within your environment in line with Shaw Trust's Strategic aim to adopt green approaches and become carbon neutral.

This job description is intended to provide a broad outline of the main duties and responsibilities only. The post holder will need to be flexible in developing the role in conjunction with the line manager. The post holder may be asked to carry out any other delegated duty or task that is in line with their post.

<p>Person Specification Job Title: (E=Essential D=Desirable)</p>
<p>SKILLS AND CORE COMPETENCIES</p>
<p>Technical competency (qualifications and training)</p> <ul style="list-style-type: none"> • Good general level of secondary education (E) • NVQ/VRQ Level 2 Certificate in Youth Work qualification or NVQ/VRQ Level 3 Certificate in Youth Work qualification or approved equivalents such as Teaching, Social Work, (D) • Technical skill based training and governing body qualifications in an area adding value to the role such as Dance, Drama, Arts & Crafts, Sports, Fitness, Outdoor Education. (D)
<p>Experience</p> <ul style="list-style-type: none"> • Experience in a relevant area of work, eg Youth Work • Experience of working with young people, their families and communities, particularly those at risk of social and educational exclusion (E) • Experience of providing young people with practical support and guidance (E) • Experience of developing and maintaining relationships with young people and dealing with challenge and difficult behaviour (D)
<p>Skills and Attributes</p> <ul style="list-style-type: none"> • Ability to work flexibly and respond to the needs of the service and users (E) • Ability to form constructive relationships with vulnerable and socially excluded young people and their families (E) • Ability to engage and motivate young people and support them in accessing services (E) • Practical skills/interests in a relevant area, eg arts, music, crafts, mechanics, woodwork and cookery, that can enhance the curriculum offer (D) • Ability to handle sensitive and confidential issues with tact and diplomacy (E) • Able to meet deadlines (D) • Understanding of and commitment to the vision and objectives of the service (E)

Personal qualities, communicating and relating to others

- Enthusiastic and energetic in engaging with young people (E)
- Resilience and capacity to deal with demanding and challenging situations, young people and their families (E)
- Sound judgement and considered approach (E)
- Commitment to quality standards (D)
- Willingness to work out of normal office hours including early morning, evenings, residential and weekends
- Willingness to undertake travel out of county

Safeguarding

- Be able to display an awareness, understanding and commitment to the protection and safeguarding of young people and vulnerable adults. (E)
- This post requires a Disclosure and Barring Service Check at an Enhanced level (E)

Other

- Have an understanding of and be able to demonstrate a commitment to Equal Opportunities and Diversity. (E)