

Grading

Job Description and Employee Specification

<u>Job title:</u> Assistant Youth Worker	<u>Service area:</u> Communities
<u>Post number:</u>	<u>Division:</u> Community Enablement
<u>Grade:</u> Assistant Youth Worker Level 1	<u>Section/team:</u> Youth
<u>Overall purpose of job:</u> As an Assistant Youth Worker you will serve as a positive role model to support, lead, and encourage young people. You will have the chance to form lasting relationships, encourage positive behaviour, and work with young people on activities they enjoy to develop their positive wellbeing. Post holders will be expected to be flexible in undertaking the duties and responsibilities attached to their post and may be asked to perform other duties, which reasonably correspond to the general character of the post and are commensurate with its level of responsibility.	
<u>Main responsibilities:</u> 1. Under the direction of the Project Youth Worker or Youth Worker in Charge, works directly with young people to identify and assess their social educational needs within the Youth Centre/Project. 2. Assists in providing a programme of Positive Activities to meet those needs. 3. Assists in empowering, promoting and encouraging participation in activities, services and facilities and responsibility among young people. 4. Assists in supervising, motivating, and developing other part time staff and volunteers assisting with induction and on-going training within the youth centre/project. 5. Responds to allegations or complaints under the terms of the disciplinary procedure, as instructed, reporting with recommendations to the Project Youth Worker and /or the Youth Worker in Charge. 6. Collaborates with voluntary youth organisations and other services providing for the needs of young people in a defined geographical locality. 7. Assists as appropriate with the day to day administration and finance of the Youth Centre/Project, record keeping, security and communications by telephone and in writing. 8. Assists and advises the Project Youth Worker / Youth Worker in Charge, on the design, delivery, monitoring and development of positive activities in the Youth Centre/ Project. 9 Participates in appropriate training. 10 Performs such other duties as reasonably correspond to the general character of the post and are commensurate with its level of responsibility.	
<u>Knowledge, skills and experience:</u> • Experience of planning and delivering activities to a variety of young people.	

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- An equal opportunities approach to youth work.
- Good verbal and written skills.
- One to one and groupwork skills.
- Knowledge and understanding of the benefits of youth work in improving health and wellbeing of young people.
- Ability to work as an individual under direction of line manager and as part of a team
- Knowledge and understanding of child and vulnerable adult safeguarding
- Ability to act on own initiative

Creativity and innovation:

- Listen and consult with young people to find out what they want to do
- Display imagination and creativity when developing new programmes
- Explore different ways to promote participation in activities by young people
- Model a wide range of problem solving skills to support young people in solving their own difficulties
- Monitor participant feedback and report findings to line manager.

Contacts and relationships:

The post Holder represents North Lincolnshire Council at all times and as such should portray a positive and professional attitude at all times.

- Maintain contact with participants about the wide range of positive youth activities they can take part in
- Regular contact with line manager about operational issues as and when required.
- Contact with professional bodies for updating skills, techniques, promotion and other information.
- Ensure a good reputation is built up with partners (both individuals and organisations) listed below to best maximise the outcomes for young people.

The above lists are not exhaustive

Decision making:

- Work is carried out within clearly defined rules or procedures and advice is available from the Project Youth Worker
- Leads and decides on content of programmes for specific groups.
- Deal with queries from participants and parents/carers and makes appropriate decisions with Project Youth Workers guidance in line with rules or procedures.
- Deal with issues arising during the session.
- Assess capability of participants in activities to determine if they can participate.

Responsibility for resources:

Provide and manage resources to meet the needs of young people. 10% of this work will be outside the youth centre / away from base.

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Financial resources:

Cash and/or cheques – Where required, will be responsible for the accurate handling and security of cash up to £100

Physical resources:

Responsible for sports equipment of high value

Responsible for supporting the safekeeping of a building including locking and unlocking in the project workers absence.

WORK ENVIRONMENT

Work demands:

- May vary with demands from a variety of participants.
- Required to work to a programme which could be based indoors and out and is subject to regular changes.
- Patience, calmness and the skills to resolve conflicting priorities are required.
- Ability to transport oneself round North Lincolnshire

Physical demands:

Some lifting and bending involved in the organisation of activities and events.
Erect and set up equipment within the designated time frame.

Working conditions:

Conditions will vary depending on the activity being delivered.

The majority of work will be delivered in a community space.

10% of this work will be away from base.

Some activities may take place in inclement weather including some exposure to moderate heat, cold, noise and difficult surroundings.

Evening and potential weekend work will be required.

Ability to transfer self around north Lincolnshire.

Work context:

Work face to face with young people in the youth centre/project.

The work involves potential risk to personal safety, injury and illness arising from the environment or participants.

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Position in organisation:

Indicate how many staff the post is directly accountable for:

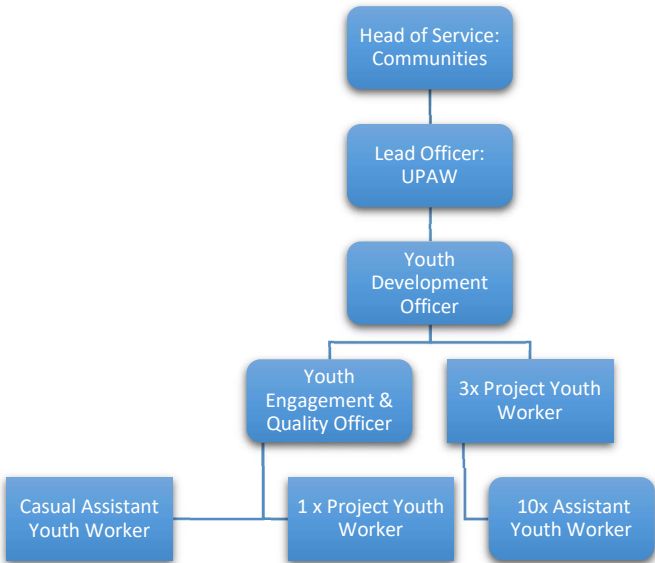
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Are posts in more than one location? Yes ☐ No ☒

Is the supervision/management shared with another post in the structure?
Yes ☐ No ☒

Please indicate which post(s) _____

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Job Description Version Control	
Date evaluated	
Date updated	
Updated by (manager name)	
Checked by (HR name)	

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ESSENTIAL CRITERIA	ASSESSED THROUGH:
Knowledge, Skills and Experience	Application form (Follow up at Interview).
• Experience of planning and delivering activities to a variety of young people. • Good written skills. • One to one and groupwork skills. • Knowledge and understanding of the benefits of youth work in improving health and wellbeing of young people. • Knowledge and understanding of child and vulnerable adult safeguarding. • Problem solving skills to support young people in solving their own difficulties	
Knowledge, Skills and Experience	Interview
• An equal opportunities approach to youth work. • Ability to work as an individual under direction of line manager and as part of a team. • Ability to act on own initiative. • Good verbal Skills • Positive role model	
Education, Training and Qualifications	Application Form/Original documents
Working Arrangements	Application form/Interview
• Evening and weekend work required. • Ability to transfer self around North Lincolnshire.	

DESIRABLE CRITERIA	ASSESSED THROUGH:
Knowledge, Skills and Experience	Application form/Interview
Education, Training and Qualifications	Application Form/Original documents
Personal Qualities	Application form/Interview

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THE POST IS SUBJECT TO:	
Disclosure of convictions under the Rehabilitation of Offenders (Exemption) Act 1974	
Yes	X No
Political restriction	
Yes	No X
The ability to speak fluent English under the Immigration Act 2016	
Yes	X No

- Version Control

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