

**YOUTH WORKER (3 HRS PER WEEK)**  
**JOB DESCRIPTION**

**SALARY AND GRADING ACCORDING TO EXPERIENCE OF SUCCESSFUL CANDIDATE. SALARY GRADE JNC FOR YOUTH AND COMMUNITY WORKERS GRADE 3**

**OBJECTIVE:** As a youth worker you will work directly and build relationships with young people aged 8 to 25, using a range of opportunities and activities both formal and informal. This will include young people with additional needs. You will be expected to assist with the planning, implementation and delivery of quality and effective youth work sessions which enable young people to make informed decisions, stay safe, have fun and become active citizens.

You will also be expected to commit to working effectively as part of a team. This would include undertaking periodic supervision, performance management, training and on-going professional development.

**DIRECTLY RESPONSIBLE TO:** Youth Team Leader

**ROLE AND RESPONSIBILITIES**

- To ensure effective and efficient youth provision is provided for the residents of Hedge End.
- To carry out face to face youth work, detached and outreach work as required.
- To undertake project work including implementing new activities
- To support the Youth Team Leader to review, co-ordinate and grow our existing activities.
- To assist in the management of the existing successful Friday Night Project for children & young people with additional needs.
- To remain aware of developments both locally and nationally in terms of policy and practice and demonstrate an on-going commitment to continuous professional development and improvement and working to the highest standards.
- Advocate safe practice for all Children and Youth, ensuring compliance with all necessary policies.

**Keys**

Keep all keys to buildings and honour their security accordingly.

### **Administration**

- Keep a full diary of works/accidents/issues.
- To maintain and use equipment in accordance with Health and Safety at Work requirements.

### **Additional Duties**

As stated by the Youth Team Leader and Town Clerk.

This job description may be subject to review in consultation with the post holder in the light of changing needs and is not, in any case, an exhaustive list of all job activities. The Town Council reserves the right to vary or amend the duties and responsibilities of the post holder at any time according to the needs of the Town Council.

## **PERSON SPECIFICATION AND REQUIREMENTS**

### **EXPERIENCE/KNOWLEDGE:**

It is **desirable** that the postholder has:

- experience of participation and engagement with young people
- Experience of working with young people in a variety of settings
- Experience of planning, delivering and evaluating a range of programmes of positive activities
- Experience of working as part of a team
- Knowledge and understanding of National, County and local agendas
- Skilled in building relationships and maintaining dialogues with young people including those perceived as being vulnerable

### **SKILLS AND ABILITIES:**

It is **desirable** that the postholder has:

- Proven ability to communicate effectively with young people, both as individuals and in groups
- Proven ability to engage young people in decision making processes
- Proven ability to communicate with staff, stakeholders and young people
- Ability to operate effectively on own initiative to achieve outcomes
- Ability to understand practices and policies aimed at the protection and safeguarding for children and young people

### **ADDITIONAL FACTORS:**

It is **essential** that the postholder has:

- A commitment to follow safeguarding policies and procedures as appropriate
- A willingness to undertake any appropriate DBS checks
- A willingness to undertake personal and professional development in order to meet the changing needs of working with young people
- A flexible approach to working with regard to time and place if necessary
- Flexibility in terms of time and place to support delivery during school holidays
- The post-holder must be willing and able to work unsocial hours which may be a frequent feature of this role which may include Sat/Sun/Public Holidays and evenings as required or when dealing with emergencies.