

## Job Description

<b>Department:</b>	People and Communities		
<b>Division/Section:</b>	Communities and Adult Services		
<b>Job Title:</b>	Youth Support Worker		
<b>Grade:</b>	JNC Youth Support Worker (First Level) £7.85 p/h		
<b>Reports to:</b>	Community Based Youth Worker		
<b>Line Management responsibility for:</b>	N/A		
<b>Organisation Chart:</b>	<pre> graph TD     A[Head of Commissioning + 0 - 19 Services (Targeted Services)] --&gt; B[Team Manager NEET]     A --&gt; C[Team Manager Youth in Localities]     A --&gt; D[Team Manager Adolescent Intervention Services]     A --&gt; E[Team Manager Young Peoples Employment Services]     A --&gt; F[Team Manager Early Years Child Intervention]     A --&gt; G[Team Manager Targeted and Sufficiency]     C --&gt; H[Community Based Youth Worker]     H --&gt; I[Youth Support Worker]           </pre>		
<b>Job Purpose:</b>	<ul style="list-style-type: none"> <li>To support the delivery of high quality youth provision within a designated area of the City</li> <li>To Support the delivery of targeted issue based youth work sessions and diversionary activities to groups of young people who are engaged in risky behaviours within their communities.</li> </ul>		
<b>Description prepared by:</b>	Matt Oliver	<b>Date:</b>	26.03.13
<b>Description agreed by postholder:</b>	N/A	<b>Date:</b>	
<b>Authorised by Director:</b>	Adrian Chapman (Service Director) Communities and Adult Services	<b>Date:</b>	

## **Main Duties & Responsibilities**

### **Direct Delivery**

1. To establish appropriate youth work relationships with young people attending youth projects.
2. To support learning opportunities for young people within projects and plan, prepare and deliver appropriate activities with young people to enable them to reach positive learning outcomes.
3. To support activities to meet 0 – 19 service objectives and are planned in line with the Youth Work Curriculum.
4. To assist young people in the development and planning of their own youth work opportunities within the project, and to help them be involved in city-wide initiatives e.g. NCS, Princes Trust Team and DofE.
5. To engage young people in planned and spontaneous discussions relating to their personal and social development, and issues affecting them and the communities to which they belong.
6. To support other team members through consistent and professional contribution to planning and evaluation.
7. To work as a member of a youth project team, and contribute to the wider planning of work with young people within the local team/area.
8. To support partnerships with other youth workers and projects to effectively target, support and assist local disaffected young people in fulfilling their potential as community members
9. To attend the youth project sessions on a regular and consistent basis.

### **Planning/Evaluation/Professional Accountability**

10. To assist with the gathering of information and completion of QA documentation, so young people's achievements are recorded and recognition gained through accreditation.
11. To participate in project staff meetings, supervision and appraisal for performance development (APD).
12. To participate in professional staff development opportunities as agreed with the immediate line manager, and at least attend the 3 ( per annum) fractional staff INSET Days run by the Young People's Service (12 hours training per annum agreed in addition to contracted hours.)
13. To comply with Health and Safety at Work requirements in accordance with legislation and agreed guidelines.
14. To be available to work a minimum of 4 weeks (pro-rata) of the annual school holiday period each year in order to deliver Young People's Service targeted Positive Activities and other holiday programmes.

**Based at:** Locality Team office and youth projects worked at as agreed.

### **General**

To ensure that the City Council's policies with respect of Equal Opportunities are fully met.

To contribute to team working within the Department.

To promote high standards of Health, Safety and Welfare, ensuring that the Council complies with statutory requirements.

Undertake other reasonable duties at the request of the Line manager.

<b>Flexibility Clause:</b>	Other duties and responsibilities express and implied which arise from the nature and character of the post within the department (or section) mentioned above or in a comparable post in any of the Organisation's other sections or departments.
<b>Variation Clause:</b>	<p>This is a description of the job, as it is constituted at the date shown. It is the practice of this Authority to periodically examine job descriptions, update them and ensure that they relate to the job performed, or to incorporate any proposed changes. The appropriate manager in consultation with the post holder will conduct this procedure.</p> <p>In these circumstances it will be the aim to reach agreement on reasonable changes, but if agreement is not possible Peterborough City Council reserves the right to make changes to your job description following consultation.</p>