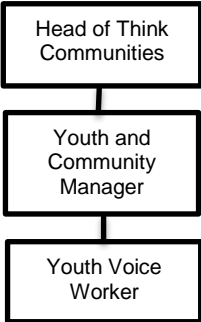


**Job Description**

<b>Department:</b>	Communities and Partnerships
<b>Division/Section:</b>	Think Communities
<b>Job Title:</b>	Youth Support Worker – Youth Voice
<b>Post No:</b>	
<b>Grade:</b>	6 (SCP 18-22)
<b>Reports to:</b>	Youth Voice Worker
<b>Organisation Chart:</b> <b>Show immediate manager and any jobs reporting to this post.</b>	 <pre> graph TD     A[Head of Think Communities] --&gt; B[Youth and Community Manager]     B --&gt; C[Youth Voice Worker]             </pre>
<b>DBS Check applicable?</b>	Basic <input type="checkbox"/> Standard <input checked="" type="checkbox"/> Enhanced X None <input type="checkbox"/>
	<b>Is post exempt under the Rehabilitation of Offenders Act 1974 in respect of declaration of spent convictions?</b> Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
<b>Line Management responsibility for:</b>	<b>No. of direct reports: 0</b> <b>No. of indirect reports: 0</b>
<b>Size of budget:</b>	Accounting for £1000

<p><b>Job Purpose:</b></p>	<ol style="list-style-type: none"> <li>1. To be a key member of the Peterborough Think Communities team , supporting a focus on Youth Voice work to promote the engagement, participation, and inclusion of key underrepresented groups of young people across the city.</li> <li>2. To support the development and delivery of high quality youth provision linked to youth voice groups for example Youth Voice Champions, Youth Council / Support and Link with other participation groups in the City such as Young Commissioners and Children in Care Council.</li> <li>3. To deliver targeted issue based youth work and youth participation sessions and positive activities to groups of young people who are engaging in youth social action, volunteering or to those who would benefit from engagement in such groups and activities.</li> <li>4. Work in partnership with local community groups to ensure that the issues affecting and involving young people can be addressed through social capacity and community development and to ensure that young people's voice is amplified and considered in any engagement between the City Council and these communities.</li> <li>5. Support the mapping of community assets in order to promote youth integration across all communities including protected characteristic groups and those groups of young people who are considered to be vulnerable or marginalised.</li> </ol>

**Main Duties and Responsibilities:**

<ol style="list-style-type: none"> <li>1. Support the Youth Voice worker and wider Think Communities team to map community assets by empowering young people's voices to be amplified and considered equally through that process in order to promote a more integrated, cohesive and resilient community environment.</li> <li>2. Outreach to key communities alongside the Youth Voice Worker and Think Communities service, to respond to the challenges faced by young people as a result of Covid19 and promote social action, volunteering and participation to support personal development and emotional health well-being/resilience in young people.</li> <li>3. To establish appropriate youth work relationships with young people engaging with youth voice projects, volunteering and community development.</li> <li>4. 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.</li> </ol>
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5. To assist young people in the development and planning of their own opportunities within the project, and to help them and their peers to be involved in other city-wide initiatives e.g. Unity Programmes, Princes Trust Team and positive activities that promote and develop their social mobility and well-being.
6. 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.
7. To support other team members through consistent and professional contribution to planning and evaluation.
8. To work as a member of a team and contribute to the wider planning of work with young people within the local team/area.
9. To support the marketing and promotion, recruitment and training of the youth council widening the reach to ensure that they represent the diversity of the city.
10. Support the work of children in care participation including the Children in Care Council and the children in charge youth group.
11. Take responsibility for organising fun, purposeful and meaningful group sessions and events which are none tokenistic and young people led in order to promote the voices of young people across the City.
12. Establish and foster links with other key youth organisations in the city and within key communities (including the city's Secondary schools and FE providers), building rapport based on shared resources and work in partnership to identify joint solutions to youth integration and cohesion challenges.
13. Link with the other Integrated Communities Projects and the Peterborough Hub to ensure that young people are represented within these and linked to their communities wherever possible to access the support that they need.
14. To support partnerships with other youth workers and projects across Peterborough's third sector and communities to effectively target, support and assist local disaffected young people in fulfilling their potential as community member.
15. Able to work hours flexibly including evenings, weekends and residential as necessary.
16. To support with triage duties at times of high demand.

### **Information & Process Management**

1. To develop and implement systems to collect data on young people's beliefs, attitudes and needs that supports placed based commissioning and achieve set targets and outcomes to ensure monitoring is completed to evidence impacts.

2. To gather meaningful feedback including case studies from local projects and assist with the evaluation of the impact that the team, community and partnership activities are having or are expected to have. Make recommendations for service delivery changes accordingly.
3. Under the direction of the Youth Voice Worker contribute to discussions with service providers and other stakeholders in order to encourage them to develop and deliver their services in new and innovative ways that meet local young people's needs and expectation. Identify & make recommendations for the implementation of best practice as appropriate.
4. To process all financial transactions in line with PCC procedures for all commissioned activities under the guidance of the Youth Voice Worker.
5. To link all partnership activities to those commissioned by the team.

<b>Generic Responsibilities:</b>	<p>To carry out all responsibilities with regard to the Council's Equalities Policy and Procedures and Customer Care Policy.</p> <p>To comply with all Health &amp; Safety at work requirements as laid down by the employer.</p> <p>The council is committed to safeguarding and promoting the welfare of children and vulnerable adults and expects all staff and volunteers to share this commitment.</p>
<b>Flexibility Clause:</b>	<p>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.</p>
<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. This procedure will be conducted by the appropriate manager in consultation with the postholder.</p> <p>In these circumstances it will be the aim to reach agreement on reasonable changes, but if agreement is not possible the Head of Service reserves the right to make changes to your job description following consultation.</p>

**DATE: July 2021**

**COMPLETED BY: Matt Oliver/ Liz Morris**

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## Person Specification

**JOB TITLE:** Youth Support Worker -  
 Youth Voice

**POST NO:**

**GRADE:** 6 (SCP 18-22)

**DEPARTMENT:** People and  
 Communities

**HOURS:** 22.5 hours (3 days)

**DIVISION:** Communities and  
 Partnerships

**DIRECTOR:** Adrian Chapman

**DATE:** June 2020

**COMPLETED BY:** Liz Morris  
 Matt Oliver

ATTRIBUTES	ESSENTIAL CRITERIA	DESIRABLE CRITERIA
<b>KNOWLEDGE</b>	Up to date knowledge of youth work theory and practice. (A & I)  Knowledge & understanding of current issues facing young people. (A & I)  Knowledge of the principles and practice of interactive communication with children and young people, including those with alternative communications/difficulties. (A & I)  Knowledge and experience of group-work models and group dynamics and planning group work. (A & I)  Practical knowledge & understanding of safeguarding children and young people. (A & I)  Knowledge of the principles and practice of youth participation. (A & I)	
<b>SKILLS &amp; ABILITIES</b>	Ability to understand cultures and practices of different communities. (A & I)  ICT skills – including presentation packages, databases and spreadsheets. (A & I)  Ability to organise, plan, deliver and evaluate projects, programmes and activities within deadlines. (A & I)	Ability to speak additional languages/dialects.

	<p>Excellent verbal and written group presentation skills. (A &amp; I)</p> <p>Good communication skills with both young people, parents and carers, partners and colleagues. (A &amp; I)</p> <p>Ability to effectively consult and communicate with officers, elected members and partners with excellent oral, written and presentational skills. (A &amp; I)</p> <p>Experience of different ways of communicating with children and young people using a variety of mediums from texting / emailing to website blogs; post; film / DVD etc. (A &amp; I)</p>	
<b>EXPERIENCE</b>	<p>Proven track record of successful group work with children and young people. (A &amp; I)</p> <p>Experience of actively engaging young people in decision making. (A &amp; I)</p> <p>Experience of project planning, delivery and evaluation and reflective practice. (A &amp; I)</p>	
<b>QUALIFICATIONS</b>	<p>Level 3+ qualification in a related subject(eg. Youth Work, Social Work) or equivalent in experience. (A &amp; I)</p>	<p>JNC level 3 or higher JNC or relevant degree</p>
<b>PERSONAL CIRCUMSTANCES</b>	<p>Flexible to work weekends, evenings and residential work where necessary.</p> <p>Full driving license with use of own car. (A &amp; I)</p>	
<b>EQUALITY</b>	<p>Understanding and commitment to the principles underlying equal opportunities. (A &amp; I)</p> <p>Understanding of the principles of GDPR (General Data Protection Regulation). (A &amp; I)</p>	
<b>CUSTOMER CARE</b>	<p>Knowledge and understanding of effective customer care (A &amp; I)</p>	

[ At the end of each criteria the following codes are used to indicate how the criteria will be assessed: (AI) Application / Interview, (P) Presentation, (W) Written Test.]

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