

Job Description

Department:	Communities Directorate		
Division/Section:	0-19 service, Communities and Targeted Services		
Job Title:	Youth Support Worker		
Post No:	010271-010276		
Grade:	JNC Youth Support Worker Range 1 – 8 (First Level) JNC Youth Support Worker Range 9 – 12 (Second Level)		
Reports to:	Community Based Youth Worker / Senior Community Based Youth Worker		
Line Management responsibility for:	N/A		
Organisation Chart:	<pre> graph TD A[Head of Commissioning + 0-19 Services (Targeted Services)] --> B[Team Manager NEET] A --> C[Team Manager Youth in Localities] A --> D[Team Manager Adolescent Intervention Services] A --> E[Team Manager Young Peoples Employment Services] A --> F[Team Manager Early Years Child Intervention] A --> G[Team Manager Targeted and Sufficiency] C --> H[Community Based Youth Worker] H --> I[Youth Support Worker] </pre>		

Job Purpose:	<ul style="list-style-type: none"> To support the delivery of high quality youth provision within a designated area of the City To support targeted issue based youth work sessions and diversionary activities to groups of young people who are engaged in risky behaviours within their communities. To work at least 3 evenings a week regularly and consistently 		
Description prepared by:	Matt Oliver	Date:	10 th Dec 2013
Description agreed by postholder:	N/A	Date:	

Authorised by Director:	Wendi – Ogle Welbourne (Assistant Director Commissioning Strategy and Prevention)	Date:	
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Main Duties & Responsibilities

Direct Delivery

1. To work 3 evenings a week in youth projects across Peterborough.
2. To establish appropriate youth work relationships with young people attending youth projects.
3. To support the identification of learning opportunities for young people within projects and help plan, prepare and deliver appropriate activities with young people to enable them to reach positive learning outcomes.
4. To assist young people to develop and plan their own youth work opportunities.
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 locality youth project team, and contribute to termly planning of youth work to meet 0 – 19 service objectives in line with the Youth Work Curriculum.
8. To support the Community Based Youth Worker to build partnerships with other youth workers and projects.

Planning/Evaluation/Professional Accountability

9. To assist with the gathering of information and completion of QA documentation, so young people's achievements are recorded and recognition gained through accreditation.
10. To participate in project staff meetings, supervision and performance development review process.
11. To participate in professional staff development opportunities as agreed with the immediate line manager, and attend the 3 termly INSET Days run by the Youth in Localities Team.
12. To comply with Health and Safety at Work requirements in accordance with legislation and agreed guidelines.
13. To be available to contribute to events which promote the work and achievements of the 0-19 service on at least three occasions per annum (note these may be at weekends or on sessions other than normally worked) – where proper notice is given.

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

General

1. To ensure that the City Council's policies with respect of Equal Opportunities are fully met.
2. To contribute to team working within the Department.
3. To promote high standards of Health, Safety and Welfare, ensuring that the Council complies with statutory requirements.

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

Flexibility Clause:	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.
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Variation Clause:	<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>
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Description prepared by Matt Oliver

Date:

Description Authorised by

(Director)

Date:

Description agreed by

(Post holder)

Date: