

Job Description

For Non-Streamlined Positions

This form is used to provide a complete description of the specific job (or role) and defines the skills, knowledge and abilities required to undertake the specific and generic role profile.

Section A: Specific Role Profile

The specific role profile provides key information relating to the salary and working conditions e.g. location of a job, along with the current focus of the job role and a brief description of the main duties.

Role Details

Job Title:	Part time Youth Worker In Charge (7hrs)	JEID	
Salary Grade:	JNC Support Worker Range 7-10 £19,922 – £22,104 pro rata		
Status:	Fixed Term until July 2022		
Team:	Targeted Youth Support		
Service Area:	People		
Primary Location:	Lillington Youth Centre. Monday and Tuesday evening.		
Political Restriction	This position is not politically restricted.		
Responsible to:	The full time Youth Worker		
Responsible for:	Part time youth workers		

Role Purpose

To supervise and manage, in conjunction with Team Leader responsible for youth work in the area, a 'session' of youth work and small team of youth workers, working with young people in order to help their personal development through social and informal education using youth work methodology.

Organisational structure: The part time Youth Worker in Charge is employed by Warwickshire County Council (Council) and works within the policy framework of Targeted Youth Support. Council and Service policies and procedures must be adhered to at all times. Under the overall supervision of a Full Time Worker, the Worker in Charge is responsible for the management and supervision of a small team of part-time staff.

Role Responsibilities

Key duties include:

- Develop positive, professional relationships with young people and make regular contact with them in order to identify and assess their social and informal educational needs.
- Provide a programme of activities, facilities and opportunities to meet social and informal education needs of young people through the youth work curriculum

- Promote and encourage young people to plan and participate in activities to enable their empowerment, individually or collectively, and to take responsibility for, and control of, their own lives.
- Assisting in the motivation, retention, development and support of staff and volunteers
- Maintaining quality of youth work in the session responsible for including giving directions to the team responsible for
- First line management responsibility for workers and volunteers, in that single setting, including support of recruitment, development and initial discipline if required
- Performing and ensuring the discharge of administrative duties (including budget control, quality assurance, session planning and evaluation, record keeping and health and safety)
- Liaising with relevant staff to ensure clear communication at all times with others associated with the centre/project
- Attend and where appropriate lead staff meetings of the particular setting/programme/project and contribute so that effective programme planning, preparation and evaluation of youth work takes place.
- To undertake any other duties commensurate with the post at a level consistent with the principle responsibilities of the post and the JNC report.

Section B: Person Specification

The person specification provides a list of essential and desirable criteria (skills and competencies) that a candidate should have in order to perform the job.

Each of the criteria listed below will be measured through; the application form (A), a test / exercise (T), an interview (I), a presentation (P) or documentation (D).

Essential Criteria

Assessed By:

Education & Training • NVQ Level 2 in youth work, or be prepared to work towards it	A,D,I
Relevant Experience • Assisting in the delivery of youth work with young people	A, I
Knowledge • Knowledge of issues facing young people generally	A, I
Skills & Abilities • Ability to form and sustain positive relationships with young people • Ability to plan (with others) a small scale event / activity	A, I
Motivation • Demonstrates enthusiasm and commitment • Really wants to work with young people	A, I
Attitudes • Committed to Equality of Opportunity • Reliable • Willing to contribute to team working • Open minded, caring and enthusiastic	A, I

Desirable Criteria

Assessed By:

Qualifications in skills relating to working with young people – Safeguarding, health and safety, equal opportunities etc	A, D, I
Relevant Experience <ul style="list-style-type: none">• Work with challenging young people and experience of managing difficult behaviours• Recent involvement in working with the community	A, I
Knowledge <ul style="list-style-type: none">• Knowledge of issues facing young people locally	A, I
Skills & Abilities <ul style="list-style-type: none">• Possession of a skill relevant to youth work eg. arts or outdoor activities, counselling etc.• Ability to drive• Experience of supervising staff	A, I

Section C: Working Conditions

The working conditions relate to those non-contractual elements of the job that may impact on the holder of the position, as well as those workplace-based responsibilities that are part of this job. These are not contractual but provide a guide to the working conditions and the potential hazards and risks that may be faced.

Health & Safety at Work

To take responsibility for your own health, safety and wellbeing, and undertake health and safety duties and responsibilities for your role as specified within Warwickshire County Councils Health and Safety Policy, and all other relevant health and safety policies, arrangements, procedures, systems of work as specified for the post/ role.

Potential Hazards & Risks

The potential significant hazard(s) and risk(s) for this job are identified below (those ticked). The purpose of recording this information on the job description is so that the health status of the potential and actual post-holders can be assessed with regard to the significant hazards and risks. These hazards and risks should be based on the appropriate activity, process and/or operation risk assessment whereby all of the significant risks are identified, recorded and appropriately controlled. The list below is therefore not an exhaustive list because it is the risk assessment that details all significant risks that could arise out of or in connection with the work activity, but any others will be identified in the 'other' section.

<input type="checkbox"/> Provision of personal care on a regular basis	<input type="checkbox"/> Driving HGV or LGV for work
<input type="checkbox"/> Regular manual handling (which includes assisting, manoeuvring, pushing and pulling) of people (including pupils) or objects	<input type="checkbox"/> Any other frequent driving or prolonged driving at work activities (e.g. long journeys driving own private vehicle or WCC vehicle for work purposes)
<input type="checkbox"/> Working at height/ using ladders on a regular/ repetitive basis	<input type="checkbox"/> Restricted postural change – prolonged sitting

<input type="checkbox"/> Lone working on a regular basis	<input type="checkbox"/> Restricted postural change – prolonged standing
<input type="checkbox"/> Night work	<input type="checkbox"/> Regular/repetitive bending/ squatting/ kneeling/crouching
<input type="checkbox"/> Rotating shift work	<input type="checkbox"/> Manual cleaning/ domestic duties
<input type="checkbox"/> Working on/ or near a road	<input type="checkbox"/> Regular work outdoors
<input type="checkbox"/> Significant use of computers (display screen equipment)	<input checked="" type="checkbox"/> Work with vulnerable children or vulnerable adults
<input type="checkbox"/> Undertaking repetitive tasks	<input checked="" type="checkbox"/> Working with challenging behaviours
<input type="checkbox"/> Continual telephone use (call centres)	<input type="checkbox"/> Regular work with skin irritants/ allergens
<input type="checkbox"/> Work requiring hearing protection (exposure to noise above action levels)	<input type="checkbox"/> Regular work with respiratory irritants/ allergens (exposure to dust, fumes, chemicals, fibres)
<input type="checkbox"/> Work requiring respirators or masks	<input type="checkbox"/> Work with vibrating tools/ machinery
<input type="checkbox"/> Work involving food handling	<input type="checkbox"/> Work with waste, refuse
<input type="checkbox"/> Potential exposure to blood or bodily fluids	<input checked="" type="checkbox"/> Face-to-face contact with members of the public
<input type="checkbox"/> Other (please specify):	