

Job Description

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. The wider generic role profile is set out in Section B.

Role Details

Job Title:	Trainee Youth Worker	JEID	
Salary Grade:	JNC Point 10		
Team:	Targeted Youth Support		
Business Unit:	Children and Families Business Unit		
Group:	People		
Primary Location:			
Political Restriction:	This position is not politically restricted		
Responsible to:	Youth and Community Worker Targeted Youth support		
Responsible for:	Work Delivery		

Role Purpose

- To deliver a variety of targeted youth work programmes and approaches supporting young people in Warwickshire to have brighter futures.

Role Responsibilities

- Direct delivery of work with young people including 121 support and group work
- Develop positive relationships with other professionals and family members to ensure joined up support for young people
- Develop programmes of individual and group work to meet the needs of young people
- Assess, Plan and Evaluate work using service recording methods.
- Working as part of Targeted Youth Support team to ensure best service for young people.

Section B: Generic Role Profile

The generic role profile provides a list of the main tasks that cover the broad range of duties and responsibilities performed at this level for the job role. An employee may not be undertaking all of these at any one time, but they could be expected to do so under their contract of employment.

Generic Role Details

Job Role:	Trainee Youth Worker
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Main Tasks

- Contributing as required to the successful achievement of the team priorities & targets as identified
- Working with young people through a variety of approaches including one to one, group work focused and informal programmes
- Working face to face with young people through a variety of settings such as youth centres, schools, colleges, projects
- Leading on the delivery of stimulating Youth Work programmes with targeted groups of young people and individuals in a variety of settings such as Youth Centre, schools, residential - to include evening, day-time, weekend and holiday provision
- To ensure that information systems are regularly maintained to enable statistical analysis of the performance of the service
- To build and maintain links with local agencies who work with similar client groups and encourage good working relationships to enhance high quality service outcomes
- To develop a knowledge and expertise of youth work within targeted services in order to contribute to the development of services and the development of best practice systems & protocols which support the delivery of a quality service
- Can be available to work within any of the Council's localities
- To undertake training and professional development opportunities
- Commitment to anti-discriminatory practices in employment, training and service delivery. All members of staff must take personal responsibility for implementing/adhering to Warwickshire County Council's Equality and Diversity policies
- To apply and be accepted on a JNC recognised degree qualification recommended by our service. (The candidate will be responsible for payment of course fees. Currently £9,250 per year)
- To undertake other duties of a comparable nature that may be required of the post holder from time to time by the Service

Section C: 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:

● Experience of working with young people individually and in groups settings	I
● The ability to develop positive and challenging working relationships with young people	I
● The ability to work within policy and practice guidance, using professional discretion over a broad area of activity	I
● The ability to work under pressure, including meeting unpredictable deadlines and expectations	I
● The ability to work with professionals and family members in a young person's life to ensure positive outcomes	I
● Demonstrates ongoing learning a personal development in work with young people and related practice	I
● Experience of developing and delivering a variety of different youth work approaches in different settings	I
● Ability to work well with colleagues, including managers and as a member of a team	I
● Driving is essential. Applicants should be able to drive, have a driving licence and be a car owner	I / D
● Ability to work unsocial hours including evenings and weekends and undertake residential experiences	I
● To hold the qualifications and required experience to gain a place on the JNC Youth Work Degree Qualification	I/D
● Ability to communicate fluently, in writing, through presentations, using IT and verbally, with a wide range of people, including senior managers	I / D