

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:	Senior QA Youth Worker	JEID	
Salary Grade:	JNC Professional Range , Points 23-25		
Status:	1 year Fixed Term Contract Part time 7.4 hrs a week,		
Team:	Targeted Youth Support – Countywide		
Business Unit:	Children and Families		
Group:	People Group		
Primary Location:	TBC		
Political Restriction:	This position is not politically restricted		
Responsible to:	Team Manager, Targeted Youth Support		
Responsible for:	Quality Assurance and Grant management.		

Role Purpose

<ul style="list-style-type: none">• QA visits to evening youth provisions to evaluate delivery• Oversight and management of panel grants• Main contact for voluntary sector youth projects to provide support and guidance
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Role Responsibilities

<ul style="list-style-type: none">• Ensure the “voice of young people” is enabled through all areas of the work.• Develop partnership approaches with the voluntary youth sector and other agencies to meet the needs of young people in Warwickshire• Ensure data can evidence the impact of the youth fund.

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:	Senior Youth Worker
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Main Tasks

- To be responsible for ensuring that QA processes are maintained for all youth projects that are funded through the youth grant.
- To build and maintain links with voluntary youth projects and agencies who could benefit from the service and encourage good working relationships, to enhance high quality service outcomes.
- To maintain a knowledge and expertise of youth work in order to contribute to the development of services and best practice systems and protocols.
- To develop a programme of part time youth work training that meets the youth work needs of Warwickshire.
- Can be available to work within any of the Council's localities.
- 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.
- Undertake any other duty commensurate with the post.

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 expression of interest (E), a test / exercise (T), an interview (I), a presentation (P) or documentation (D).

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:

• Educated at degree level with a professional JNC qualification in youth work.	D/E
• Substantial and recent post qualification youth work experience.	D/I
• Enjoys face to face work and has a commitment to delivering regular youth work with young people.	A/I
• Experience of delivering part time youth work training.	A/I
• Experience of using data analysis and using this to inform your work delivery.	A/I
• The ability to independently interpret and analyse varied and complex information or situations and provide solutions.	A/I
• Experience and understanding of working within the voluntary sector and local authority.	A/I
• The ability to work within policy and practice guidance, using managerial discretion over a broad area of activity.	A/I
• The ability to work under a high degree of pressure including meeting unpredictable deadlines and dealing with conflicting demands	A/I
• The ability and experience to work with a variety of different agencies and use this to ensure delivery is linked and avoids duplication of services.	A/I
• Can build positive relationships with partners, adults and young people in the community.	A/I
• Has an understanding of youth participation and can use this to enable young people to have a voice in Warwickshire.	A/I
• Ability to work well with colleagues, including managers, as a member of a team.	A/I
• Mobility essential. Able bodied applicants able to drive, have a driving licence and be a car owner. Disabled applicants should be able to perform the job with aid, where necessary.	D
• Ability to promote excellent practice in the team, based on a substantial body of up to date professional knowledge, and using evidence based practice underpinned by professional values such as empowerment and person centred practice.	A/I
• Ability to communicate fluently, in writing, through presentations and verbally, with a wide range of people, including senior managers.	A/I
• Flexible working approach to include evenings and weekends	A/I
Desirable Criteria	<i>Assessed By:</i>
• A1 assessor qualified.	D

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 checked="" 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):	