

# 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 Youth Worker	JEID	
Salary Grade:	<b>JNC Professional Range , Points 23-25</b>		
Status:	<b>Permanent</b>		
Team:	Targeted Youth Support		
Business Unit:	Children and Families		
Group:	People Group		
Primary Location:	Lillington Youth Centre (Leamington) and Ratcliffe Youth Centre (Atherstone)		
Political Restriction:	This position is not politically restricted		
Responsible to:	Team Manager, Targeted Youth Support		
Responsible for:	Targeted Youth Support Youth Workers		

### Role Purpose

- Proactively managing and developing a youth work staff team in their delivery of youth work
- Ensuring that area youth work is consistent, creative and targeted
- Assisting the team manager in the managing of the service
- Delivering youth work with young people aged 11 to 18.

### Role Responsibilities

- Being a valuable part of the TYS team, attending staff mtgs and supporting delivery.
- Direct line management responsibility of JNC qualified Youth workers.
- 2 nights youth work delivery
- Managing a caseload of 121 youth work support.
- Evidencing the impact and outcomes of the youth work delivered in your team.

## 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 allocate work to youth workers and ensure youth work recordings are timely and up to date.
- To build and maintain links with other agencies who refer to the service and encourage good working relationships, to enhance high quality service outcomes.
- To maintain knowledge and expertise of youth work in order to contribute to the development of services and best practice systems and protocols.
- Line management of full time youth workers
- Working with young people through managing a caseload of 121 youth work support
- Supporting and delivering face to face youth work sessions with groups of young people including evening and holiday projects.
- To develop and good understanding of the youth work needs in Warwickshire.
- To participate in, and contribute to, team, service and other meetings as required.
- 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.
- This post is the subject of a DBS enhanced check

## 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).*

<b>Essential Criteria</b>	<b>Assessed By:</b>
• Educated at degree level (6) with a professional JNC qualification in youth work.	D/E
• Over 5 years 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
• Ensuring young people are at the heart of all TYS restorative youth work delivery	A/I
• Experience of delivering youth work training.	A/I
• Experience of line managing staff and supporting their development as youth workers	A/I
• Experience of using data analysis and evidenced based youth work and use this to inform your planning and delivery.	A/I
• The ability to independently interpret and analyse varied and complex information or situations and provide solutions.	A/I
• Experience of working with vulnerable and hard to reach young people within 121 and group work settings.	A/I
• The ability to work within policy and practice guidance, using managerial discretion over a broad area of activity with specific emphasis on risk management and safeguarding.	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
• Has experience of working in a multi-agency setting and can build positive relationships with partner agencies, adults and young people in the community.	A/I
• An excellent understanding of equal opportunities that is used to effectively deliver quality youth work.	A/I
• Ability to work electronically and use technology to support the needs of the service and young people.	A/I
• Ability to work well with colleagues, including managers, as a member of a team.	A/I
• Evidence of continuing professional development relevant to job role and willingness for continual learning	A/I

<ul style="list-style-type: none"> <li>Willingness and ability to work 2 evenings a week and flexibly throughout the working week. Occasional weekend and residential work required.</li> </ul>	A/I.
<ul style="list-style-type: none"> <li>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.</li> </ul>	D
<ul style="list-style-type: none"> <li>Willing to deputise for the team leader if required.</li> </ul>	A/I
<ul style="list-style-type: none"> <li>Ability to communicate fluently, in writing, through presentations and verbally, with a wide range of people, including senior managers.</li> </ul>	A/I

Desirable Criteria	Assessed By:
<ul style="list-style-type: none"> <li>A1 assessor qualified.</li> </ul>	D
<ul style="list-style-type: none"> <li>PTLLS or DTLLS qualified</li> </ul>	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.

☐ Provision of personal care on a regular basis

☐ 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):	