

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	PK006
Salary Grade:	JNC Point 10 - £28,516		
Team:	Warwickshire Youth Service		
Business Unit:	Children and Families Business Unit		
Group:	People		
Primary Location:	Lillington Youth Centre, Leamington Spa or Ratcliffe Youth Centre, Atherstone		
Political Restriction:	This position is not politically restricted		
Responsible to:	Area Team Manager		
Responsible for:	Youth Work Delivery		

Role Purpose

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

- To apply and be accepted on the Post Graduate JNC Diploma in Youth & Community Work at Wrexham University, LL11 2AW (you will be supported to apply following a successful interview with WCC) This is a remote part time learning course over 2 years with a requirement to attend Wrexham University approximately once a year
- Contributing as required to the successful achievement of the Targeted Youth Support team priorities & targets as identified
- Working with young people through a variety of approaches including one to one work, group work and focused & informal projects
- Working face to face with young people through a variety of settings such as youth centres, schools, colleges and 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 centres, schools and 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 Warwickshire County 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 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:
<ul style="list-style-type: none"> • Experience of working with young people in a youth work environment both in individual and group work settings (Minimum of 200 hours experience) 	I
<ul style="list-style-type: none"> • Hold a degree level qualification in order to continue to a post graduate diploma 	A/D
<ul style="list-style-type: none"> • The ability to develop positive and challenging working relationships with young people 	I
<ul style="list-style-type: none"> • The ability to work within policy and practice guidance, using professional discretion over a broad area of activity 	I
<ul style="list-style-type: none"> • The ability to work under pressure, including meeting unpredictable deadlines and expectations 	I
<ul style="list-style-type: none"> • The ability to work with professionals and family members in a person's life to ensure positive outcomes 	I
<ul style="list-style-type: none"> • Demonstrates ongoing learning a personal development in work with young people and related practice 	I
<ul style="list-style-type: none"> • Experience of developing and delivering a variety of different youth work approaches in different settings 	I
<ul style="list-style-type: none"> • Ability to work well with colleagues, including managers and as a member of a team 	I
<ul style="list-style-type: none"> • Driving is essential. Applicants should be able to drive, have a driving licence and be a car owner 	I / D
<ul style="list-style-type: none"> • Ability to work unsocial hours including evenings, weekends and school holidays as well as possible residential experiences 	I

<ul style="list-style-type: none">• Ability to communicate fluently, in writing, through presentations, using ICT and verbally, with a wide range of people, including senior managers.	I / D
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This post/course requires you to be self motivated & have the ability to work independently as well as part of a team

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