

**JOB TITLE:** Youth Support Worker in Charge  
**GRADE:** JNC 11-14  
**REPORTS TO:** Youth Work Development Worker  
**SERVICE:** Services for Young People  
**DEPARTMENT:** Children's Services

## **Purpose of the Job**

To support young people, particularly those who are vulnerable and in targeted localities of need, by providing high quality informal education preventative and early intervention opportunities to achieve personal and social development.

To enable young people to make informed decisions, have a place in their community and, ultimately, to reach their potential and make a successful transition to adulthood.

## **Main Areas of Responsibility**

- Work with young people delivering group and individual youth work during the daytime, in the evenings and on residential, using a planned youth work curriculum programme.
- Initiate, plan, deliver and evaluate informal education opportunities to develop young people's personal and social skills, which result in recordable outcomes in line with the Service priorities and contract targets.
- Line and performance manage youth support workers and volunteers, to plan, deliver and evaluate youth work, with groups and individuals.
- Work in partnership with others in HCC Children's Services, borough / district councils and other relevant agencies and organisations to enhance the offer to young people, as directed by your manager.
- Establish contact and develop relationships with young people through a variety of youth work styles and settings and ensure that staff you manage do the same.

- Provide individual support to identified young people, recording the impact of your work and the outcomes achieved.
- Ensure that effective needs analysis, including assessments, are completed and acted on so that the needs of young people are identified and met.
- Monitor, evaluate and record youth work practice using the Service quality assurance systems and the evaluation and planning process. This includes providing written reports on the progress of specific areas of work.
- Lead on session briefings, de-briefings, evaluations and recordings. Organise regular project staff meetings and engage in meetings, forums and events as required.
- Ensure that all delivery that you are responsible for complies with all health and safety and safeguarding requirements.
- Ensure the implementation of all Services for Young People, Children's Services and HCC policies and procedures.
- Ensure that comprehensive and quality Supervision and Performance Management and Development Scheme processes are systematically provided for all your staff.
- Ensure that you and the staff you manage attend regular Supervision and Performance Management and Development Scheme meetings and complete required initial and ongoing training.
- Contribute to the recruitment process and appointment of youth support workers and volunteers.

The duties and responsibilities listed above describe the post as it is at present. The post holder is expected to accept any reasonable alterations that may from time to time be necessary.

## **Criminal Background Check**

Safeguarding children and adults is of utmost importance to Hertfordshire County Council. The Council requires employees to abide by legislation and best practice to enable Hertfordshire to achieve this. This role has been identified as requiring a Disclosure & Barring Service (DBS) check or Basic Disclosure. You must therefore ensure that any relevant criminal record check application is completed and returned as requested by the Council, as this is deemed a contractual requirement of employment. In addition, you consent to allow the Council to retain a copy of the disclosure certificate within your personal file.

It is a contractual obligation to disclose any cautions, reprimands or convictions and to update your manager of any changes to your status whilst in employment.

Enhanced DBS roles will be reviewed periodically during employment, by means of DBS Dip Sample or three yearly rechecks. Failure to disclose changes to your status may be detrimental to your employment and you may be subject to disciplinary action.

Please note that additional information referring to the check is in the guidance notes to the application form. If you are invited to interview you will receive more information.

## **Equality and Diversity**

Hertfordshire County Council is determined to take action to ensure that our belief in diversity and equality of opportunity is integral to everything we do. It will inform every area of activity; from the way we provide services to the way we employ our staff. It is a central responsibility of all councillors, managers, staff and partners. The council's equality policy 'Putting People First' is available on [hertfordshire.gov.uk](http://hertfordshire.gov.uk), on the internal intranet or from your line manager.

## **Health and Safety**

It will be the duty of every employee while at work to take reasonable care for the Health and safety of themselves and of other persons who may be affected by their acts or omissions at work.

## **Additional Information**

### **Code of Practice on the English Language Requirements for Public Sector Workers**

Public Authorities must ensure that all members of staff in customer facing roles, whatever their nationality or origins, are able to communicate the English language fluently with the general public, verbally and in written format.

## Person Specification

**Please provide a supporting statement which includes examples and evidence of when you have demonstrated the attributes listed below.**

**You will be expected to address each point separately and, in the order, listed.**

**If you do not complete a full supporting statement in the requested format, your application may be rejected.**

1. Evidence of ability and motivation to undertake Service identified and ongoing training relevant to the position and apply your learning in order to improve your practice, including completing a qualification equivalent to QCF (Qualification Credit Framework) Level 3.
2. Experience of working and developing positive professional relationships with young people and vulnerable young adults.
3. Evidence of an understanding of the potential issues facing young people and vulnerable young adults.
4. Understanding of equal opportunities, equality of access and evidence of how you have incorporated this into the work you do with young people, the community and with colleagues / professionals.
5. Ability to design, deliver and evaluate appropriate youth work curriculum programmes in an informal education setting, resulting in clear learning outcomes for all participants.
6. Ability to identify the needs of young people and young adults, undertake an assessment of how the Service can meet these needs, action plan, deliver, evaluate and record this work.
7. Experience of successful engagement as a team member in youth work projects to achieve targets, deadlines and evidence young people's achievements.
8. Demonstrate your ability to communicate effectively. both verbally and in writing with young people, adults and other agencies: e.g. report writing, making presentations, facilitation of groups, inputting information into a database and good general ICT skills.
9. Please confirm your ability to work daytime and evenings, including Friday evenings, in accordance with the needs of the Service, and that you can drive, you have access to a car and can travel independently across the county.