

JOB TITLE: YC Hertfordshire Senior Youth Worker
GRADE: JNC 23-26
REPORTS TO: YC Hertfordshire Youth Work Team Leader
TEAM: YC Hertfordshire
DEPARTMENT: Children Services

Purpose of the Job

To support young people, particularly those who are vulnerable and at risk, by providing high quality informal education prevention and early intervention opportunities - to help achieve their 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.

Identify and facilitate funding opportunities including through marketing and selling youth work programmes and projects to schools, colleges and others.

Main Areas of Responsibility

- Deliver group and individual work to young people; daytimes, evenings and residential, using a planned youth work curriculum.
- Initiate, plan, market, deliver and evaluate informal education opportunities to improve young people's personal and social skills which result in recorded outcomes in line with Service and contract targets.
- Performance manage youth support workers in charge, youth support workers and volunteers, to plan, deliver and evaluate youth work - one to one, projects and programmes.
- Monitor, evaluate and record youth work practice and support the implementation of the YC Hertfordshire quality assurance policies and processes across the area to ensure that youth work delivery is of a high standard.
- Contribute to the development of youth work across the area and lead on specific areas of work on behalf of the team.

- Establish, maintain and develop effective partnership working with others in HCC Children's Services, borough / district councils and other relevant agencies and organisations in order to plan and deliver personal and social development programmes with clear learning outcomes.
- 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 who have been referred to YC Hertfordshire, primarily, to actively broker them into projects and programmes.
- Ensure that effective needs analysis, including Families First Assessments, are completed and acted on so that the needs of young people are identified and met including actively enabling the involvement of young people in the development, planning, delivery and evaluation of services. Attend Families First Triage Panels, as required. Act as a lead worker for Families First cases.
- Contribute to the development of the Service and Department through team meetings, project meetings and working groups.
- Ensure that all delivery, for which you are responsible, complies with all health and safety and safeguarding requirements.
- Ensure the implementation of all YC Hertfordshire, Children's Services and HCC policies and procedures.
- Ensure that comprehensive and quality Supervision and Performance Management and Development are systematically provided for all staff in your span of control.
- Deputise for the Youth Work Team Leader as directed by the Team Leader or Area Team Manager.
- Organise, promote and deliver relevant L&D opportunities across the team. Ensure staff complete training in line with the Service training strategy and as identified through Supervision and Performance Management and Development.
- Contribute to the recruitment process and appointment of professional range youth workers, youth support workers in charge, youth support workers and volunteers.
- Act as an assessor and/or practice supervisor for staff undertaking youth work training, by negotiation and agreement.
- Manage the budget for the work for which the post holder is responsible in accordance with the council's procedures

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, 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.

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. You must have a nationally recognised JNC qualification for Youth and Community Workers and evidence of continued professional development.
2. Provide evidence of when you have incorporated equal opportunities into the work you do with young people, the community and colleagues.
3. You must have good general IT skills and the ability to input information into a database. Please provide evidence of your abilities.
4. What are your abilities to form constructive professional relationships with young people to design, deliver and evaluate appropriate curriculum based youth work programmes in an informal setting and facilitate others to do so resulting in clear learning outcomes and the achievement of targets?
5. What are your abilities to communicate effectively both verbally and in writing with young people, adults and other agencies: e.g. report writing, making presentations, facilitation of groups and attending panel and meetings on behalf of your team / area / Service?
6. What is your experience of managing diverse youth work provision across a geographical area, including health and safety, safeguarding?
7. How have you successfully performance managed staff to meet agreed targets, identified outcomes and to ensure the delivery of high quality youth work?
8. What is your experience and ability to work effectively to achieve targets and meet deadlines?
9. Access to a car and the ability to drive is essential. Please confirm that you have the ability to drive and travel independently at all times across the district, area and county.
10. That you will work flexibly, 3/4 evenings a week, weekends, residentials and school holidays.