

**JOB TITLE:** Youth Work Development Worker  
**GRADE:** JNC 24-27  
**REPORTS TO:** Youth Work Development Team Leader  
**TEAM:** YC Hertfordshire Services for Young People  
**DEPARTMENT:** Children's Services

## **Purpose of the Job**

To support young peoples' transition to adulthood by providing learning opportunities that develop their personal and social skills, thus encouraging them to reach their full potential and become active citizens within their communities.

## **Main Areas of Responsibility**

Support and enable professional range youth workers, youth support workers, volunteers and projects to deliver high quality curriculum based informal education opportunities through mentoring, training and face to face delivery with youth work teams.

Enable the achievement of youth work and other Service targets through supporting the improvement of professional range youth workers, youth support workers, volunteers and project performance.

Enable continuity of service delivery by providing support to district teams, as agreed by the relevant Team Manager, through delivering limited term targeted and sometime intensive input to projects including covering for professional range youth worker vacancies.

Initiate, plan, develop, deliver and evaluate informal education opportunities to develop young people's personal and social skills which resulting in recorded and accredited outcomes in line with Service and team targets.

Support opportunities to increase positive outcomes for young people, delivered in partnership with the voluntary and community sector, as directed by the relevant Team Manager.

Lead for the Service on an agreed curriculum theme / area of work.

Appoint and performance manage professional range youth workers, youth support workers and volunteers.

Ensure that all youth work practice that you are responsible for is monitored, evaluated and recorded using the Services quality assurance systems.

Ensure that written reports on the progress of specific areas of work are provided.

Contribute to the development of the Service through team meetings, project meetings and working groups.

Ensure that all delivery that you are responsible for complies with all health and safety and safeguarding requirements.

Ensure YC Hertfordshire Services for Young People policies and procedures are implemented for all youth work practice for which you are responsible, and actively support others in doing so.

Organise, promote and deliver relevant training opportunities for which you are appropriately trained including acting as an assessor.

Manage a budget for the work for which the post holder is responsible in accordance with the Council's procedures.

Ensure that Supervision and Performance Management and Development are systematically provided for staff in your span of control, and actively support others in doing so.

Ensure that staff for whom you are responsible, undertake training in line with the Service training strategy and as identified through Supervision and Performance Management and Development, and actively support others in doing so.

Undertake training in line with the Service training strategy and as identified through Supervision and Performance Management and Development.

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.

## **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.**

- Evidence of successful completion of a nationally recognised JNC qualification for Youth and Community Workers. This is an essential requirement of the post. Evidence of applying continued professional development to your practice.
- Ability to incorporate equal opportunities into the work you do with young people, the community and colleagues. *We will be assessing your equalities knowledge throughout the application and selection process.*
- Ability to assess, prioritise, plan and review in a negotiated way with young people and partner agencies and to design, deliver and evaluate appropriate and successful curriculum-based youth work programmes to young people in informal settings, and to facilitate other to do so.
- 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, good general ICT skills with experience of working effectively as part of a diverse team.
- Experience of managing youth work projects, programmes and provision and experience of facility management. You should demonstrate your experience of ensuring the health and safety of young people and staff, safeguarding practice, working with partners and budget management.
- Experience of developing guidance, templates, systems, procedures and delivering training to support individuals and teams improve outcomes for young people.
- Experience of appointing, performance managing staff and leading a team to achieve targets.
- Ability to travel independently at all times across the county; to work flexibly up to 4 evenings a week, including Friday or Saturday evenings, residentials and school holidays.

## **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.