

**Job Description****Education Directorate**

Post Title	Youth Activity Worker		
Post Number	Various	Grade	Grade 4
Base	Boroughwide	Hours of Work	5 hours per week / 39 weeks per year*
Car User Allowance	Casual	Disclosure	Enhanced
Contact	Greg Morgan	Updated	September 2021

Principal Job Purpose

Responsible to: Team Manager – Youth Service

Responsible for: Enabling, supporting and developing young people aged 11 – 25 years in order to access opportunities for accredited achievements in the context of a youth work setting and informal educational environment. This work is based on the Principles and Purposes of Youth Work in Wales.

Principal Accountabilities

1. To work directly with young people 11 – 25 years to enable their personal development and social education in a youth club environment.
2. To work alongside staff in the delivery of direct consultation through various activities ensuring that young people are involved in the design, delivery and evaluation of service and activities.
3. To establish and build relationships with young people in order to meet the needs of the Service

4. To be responsible for the security of buildings, equipment and any monies collected in projects or activities.
5. To work in ways which promote equality of opportunity, participation and responsibility.
6. Maintain a strict code of confidentiality.
7. To carry out other tasks deemed appropriate to the role, and work as an active member of the Youth Service, supporting other colleagues where appropriate.
8. To work as part of a team.
9. This role will include working unsociable hours.
10. To challenge discrimination and promote equal opportunities and young people's rights.
11. To maintain and develop skills through appropriate training as and when required.
12. To be aware of Child Protection legislation and operate within the set guidelines.
13. Undertake administrative and evaluative duties when required.
14. To comply with relevant sections of the Authority's policy statement on Health and Safety and welfare at work.
15. To adhere to the principles of the Corporate Equality Policy and ensure commitment to anti-discriminatory practice.

1. Qualifications & experience

Qualifications/relevant experience	Assessment Method				
	Essential / Desirable	Application Form	Interview	Other (please specify)	Probationary Period
A minimum of a level 3 qualification in Youth and Community work and a commitment to personal development.	Essential	✓			
Registration with EWC as a youth support worker	Essential	✓			
Other experience					
Experience of delivering accredited outcomes with young people	Essential	✓	✓		
Experience of face to face work with young people in a variety of settings	Essential	✓	✓		
Experience of monitoring and evaluation.	Desirable	✓	✓		
Experience of working with a wide range of professionals in partnership and a multi-agency setting.	Desirable	✓	✓		
Knowledge/Skills					
Excellent interpersonal / communication skills with the ability to relate to and enthuse young people	Essential	✓	✓		
Ability to work independently and as part of a team.	Essential	✓	✓		
An understanding of the various accreditations available	Desirable	✓	✓		
High level of personal resilience, including the ability to manage conflict and deal with stressful situations.	Essential	✓	✓		
A knowledge of local services delivering support and provision to young people	Desirable	✓	✓		
Understanding the principles of youth work in accordance with the Youth Work Curriculum Statement for Wales.	Essential	✓	✓		
An excellent working knowledge of child protection procedures, equalities, information sharing.	Desirable	✓	✓		
A working knowledge of current legislation and guidance related to young people including the United Nations Convention on the Rights of the Child (UNCRC).	Desirable	✓	✓		

2. Special Requirements

Special Requirements	Essential / Desirable	Application Form	Interview	Other (please specify)	Probationary Period
Full driving license and access to a car for work purposes	Essential	✓			
Be available to work agreed hours of work to include evenings and weekends.	Essential	✓	✓		

Welsh Language Requirements (please select one of the following)

Welsh Language Requirements	Essential / Desirable	Application Form	Interview	Other (please specify)	Probationary Period
Welsh language skills are desirable (level 0 in all Welsh Language Levels above).	Desirable	✓			

	Level 0	Level 1 Entry	Level 2 Foundation	Level 3 Intermediate	Level 4 Advanced	Level 5 Proficiency
Listening/Speaking	x	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Reading/Understanding	x	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Writing	x	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Please see "[Welsh Language Skills Guidelines](#)" on the Blaenau Gwent website for further information on the above levels.

3. Personal Competencies

All competencies are regarded as essential, although it is recognised that some may be achieved over a period of time. All employees are expected to continually develop their competencies in line with the appropriate framework.

In addition to those assessed as part of the recruitment process, competencies will be assessed during the probationary period and afterwards through the Authority's performance coaching scheme.

Topic	Competencies	Assessment Method			
		App. Form	Interview	Other e.g. presentation, discussion group, simulation, etc. (please specify)	Probationary Period/ Performance Coaching
Delivering the service	Plans ahead, organises work in advance	✓	✓		✓
	Involves line manager/colleagues in setting and meeting targets	✓	✓		✓
	Reorganises work when necessary	✓	✓		✓
	Sees tasks through to completion whenever possible	✓	✓		✓
	Seeks help if workload becomes unmanageable	✓	✓		✓
	Uses initiative to report issues that arise that impact on others				✓

Topic	Competencies	Assessment Method			
		App. Form	Interview	Other e.g. presentation, discussion group, simulation, etc. (please specify)	Probationary Period/ Performance Coaching
Improvement & Change	Is prepared to try new things & feedback results	✓	✓		✓
	Understands that changes are needed if things are to be improved	✓	✓		✓
	Finds new and creative ways of doing things better	✓	✓		✓
	Actively seeks to develop own skills and knowledge	✓			✓
	Learns from mistakes & welcomes constructive feedback	✓	✓		✓

Topic	Competencies	Assessment Method			
		App. Form	Interview	Other e.g. presentation, discussion group, simulation, etc. (please specify)	Probationary Period/ Performance Coaching
Providing Excellent Customer Service	Recognises the importance of high standards of customer service		✓		✓
	Is committed to providing an excellent service to all the citizens of Blaenau Gwent		✓		✓
	Understands the links between own professionalism and the possible impact on the Authority's image				✓
	Has a professional attitude that sets an example to colleagues				✓
	Takes pride in own work and that of colleagues	✓			✓
	Is respectful, courteous and helpful at all times				✓

Topic	Competencies	Assessment Method			
		App. Form	Interview	Other e.g. presentation, discussion group, simulation, etc. (please specify)	Probationary Period/ Performance Coaching
Team Working	Reacts constructively to others' suggestions and requests	✓	✓		✓
	Recognises potential value of others' opinions and actively seeks their contributions	✓	✓		✓
	Asks for help when necessary				✓
	Actively seeks to help others				✓
	Is aware of the impact of own behaviour on others	✓	✓		✓

Topic	Competencies	Assessment Method			
		App. Form	Interview	Other e.g. presentation, discussion group, simulation, etc. (please specify)	Probationary Period/ Performance Coaching
Communicating	Adapts content and style to help others understand	✓	✓		✓
	Makes sure that people are regularly informed				✓
	Uses appropriate language, gestures and tone when talking with others		✓		✓
	Checks others have understood & seeks advice when necessary	✓	✓		✓
	Actively seeks to improve all forms of communication with others				✓
	Communicates professionally by using formal channels appropriate to the situation				✓