



Education Department

Post Title	Youth Club Leader		
Post Number	Various	Grade	5
Base	Various Youth Centres	Hours	8 per week / 39 weeks per year
Car User Allowance	No	Disclosure	Enhanced
Contact	Greg Morgan	Updated	January 2017
Politically restricted	<input checked="" type="checkbox"/> No <input type="checkbox"/> Yes *		

* The position is politically restricted within the provisions of the Local Government and Housing Act 1989 as prescribed in the Local Government Officers (Political Restrictions) Regulations 1990.

Principal Job Purpose

Responsible to: Detached Youth Team Manager

Responsible for: Managing a team of Youth Workers in a youth club setting whilst also developing and delivering a varied programme of activities while encouraging, inspiring and supporting the personal development of young people aged 11 – 25 ensuring they are fun, safe, social, and provide an environment of social inclusion and participation. This work is based on the Principles and Purposes of Youth Work in Wales.

Principal Accountabilities

1. To directly Line manage a team of youth workers, students and volunteers.
2. To manage a youth club provision and be responsible for the security of the building, equipment and any monies collected in projects or activities.
3. To work directly with young people 11 – 25 years to enable their personal development and social education in youth club environment.
4. To work alongside staff in the delivery of direct consultation through various events ensuring that young people are involved in the design, delivery and evaluation of service and activities.

5. To establish and build relationships with young people in order to meet the needs of the Service.
6. To manage a team in the appropriate planning, delivery and evaluation of programmes of work in line with service requirements.
7. To work in ways which promote equality of opportunity, participation and responsibility.
8. Maintain a strict code of confidentiality
9. 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.
10. To work as part of a team.
11. This role will include working unsociable hours.
12. To challenge discrimination and promote equal opportunities and young people's rights.
13. To maintain and develop skills through appropriate training as and when required.
14. To be aware of Child Protection legislation and operate within the set guidelines.
15. Undertake administrative, monitoring and evaluating duties consistent with quality assurance systems and reporting requirements.

1. Qualifications & experience

Qualifications/relevant experience	Assessment Method				
	Essential / Desirable	Application Form	Interview	Other (please specify)	Probationary Period
A minimum of level 3 qualification in Youth and Community work and ability to register with the EWC as a youth support worker	Essential	✓			
A commitment to training and personal development	Desirable	✓			
Experience of managing a team of Youth workers	Desirable	✓			
Other experience					
Experience with working with young people	Desirable	✓	✓		
Experience of monitoring and evaluation.	Desirable	✓	✓		
Experience of working in a variety of settings and activities involving young people.	Desirable	✓	✓		
Knowledge/Skills					
Excellent communication skills with the ability to relate to young people	Essential	✓	✓		
Ability to work independently and as part of a team.	Essential	✓	✓		
Good Knowledge of current factors facing young people.	Desirable	✓	✓		
High level of personal resilience, including the ability to manage conflict and deal with stressful situations.	Essential	✓	✓		
A Good 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	✓	✓		
A good 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. Welsh Language Requirements (please select one of the following)

	Essential / Desirable	Application Form	Interview	Other (please specify)	Probationary Period
Welsh language skills are desirable (level 0 in all Welsh Language Levels above).	Desirable				
Welsh language skills are essential and candidates should either possess the relevant skills or be prepared to learn them when appointed to the post (levels 1-3).	Essential				
Welsh language skills are essential (levels 4 and 5).	Essential				

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

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

4. 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
Managing the Team	Sets an example to the team by own approach and attitude				✓
	Gets the best out of people by developing the skills, experience, and ambition of self and team				✓
	Ensures equality & diversity issues are integral to service delivery				✓
	Recognises when it is necessary to take a firm but appropriate line				✓
	Supports & encourages good work-life balance in the team				✓

Topic	Competencies	Assessment Method			
		App. Form	Interview	Other e.g. presentation, discussion group, simulation, etc (please specify)	Probationary Period/ Performance Coaching
Delivering a Continually Improving Service	Ensures the team understand how they contribute to achieving operational objectives				✓
	Is focused on continually improving performance of self and team and gives regular, constructive feedback on team/individual performance				✓
	Challenges poor performance appropriately				✓
	Is positive about improving the service and identifies potential benefits for the citizen				✓
	Consults team and others, inside and outside the organisation, for improvement ideas				✓

Topic	Competencies	Assessment Method			
		App. Form	Interview	Other e.g. presentation, discussion group, simulation, etc (please specify)	Probationary Period/ Performance Coaching
Communicating	Uses appropriate and precise methods of communication				✓
	Communicates positively and respectfully				✓
	Checks others' understanding				✓
	Clearly explains and justifies decisions made elsewhere				✓
	Encourages team members to think about and suggest improvements				✓

Topic	Competencies	Assessment Method			
		App. Form	Interview	Other e.g. presentation, discussion group, simulation, etc (please specify)	Probationary Period/ Performance Coaching
Making Informed Decisions	Considers implications of proposed decisions				✓
	Ensures decisions link to continually improving performance				✓
	Uses problem solving as a method of improving the service				✓
	Seeks clarification or challenges appropriately				✓
	Explains decisions appropriately				✓

Topic	Competencies	Assessment Method			
		App. Form	Interview	Other e.g. presentation, discussion group, simulation, etc (please specify)	Probationary Period/ Performance Coaching
Working Together	Understands the benefits of working together				✓
	Promotes and contributes to partnerships to continually improve services for the citizen				✓
	Networks effectively internally and externally				✓

Topic	Competencies	Assessment Method			
		App. Form	Interview	Other e.g. presentation, discussion group, simulation, etc (please specify)	Probationary Period/ Performance Coaching
Putting the Citizen First	Recognises the importance of the citizen's input to improving the service				✓
	Ensures team is focused on serving the citizen as the first priority				✓
	Seeks feedback from the citizen on the quality and appropriateness of service delivery				✓
	Is positive about the organisation and the community it serves				✓