



## Job Description

### Education Directorate

<b>Post Title</b>	<b>Youth Worker - Detached</b>		
<b>Post Number</b>	<b>Various</b>	<b>Grade</b>	<b>5</b>
<b>Base</b>	<b>Abertillery and Llanhilleth Community</b>	<b>Hours of Work</b>	<b>9 hours per week</b>
<b>Car User Allowance</b>	<b>Yes</b>	<b>Disclosure</b>	<b>Enhanced</b>
<b>Contact</b>	<b>Greg Morgan</b>	<b>Updated</b>	<b>6/12/19</b>

### Principal Job Purpose

Responsible to: Youth Service – Team Manager (Open Access and ASB Lead)

Responsible for: Working 3 nights a week, in a team of three, across the Abertillery and Llanhilleth area, providing detached youth work support to young people aged 11 – 25. Work with young people in the area to develop relationships, better understand their needs, link where appropriate with other youth settings and provide them with information, support and opportunities. To work with young people to empower them to improve community cohesion in the area.

### Principal Accountabilities

1. To deliver a detached youth work programme within the Abertillery and Llanhilleth community, using youth work methods to build trust and relationships with young people, in their own territory.
2. To support and develop the participation of young people within any programme of work.

3. To develop community based projects and community cohesion projects with young people and the community.
4. To act as an advocate for young people in the community.
5. To plan and evaluate your own practise through the completion of agreed procedures and supervision in line with agreed aims and objectives of the programme.
6. To promote and deliver informal and non-formal learning opportunities for young people within your own programme and with wider community based organisations.
7. To actively participate in true partnership working throughout the Borough maintaining and developing links to local services and opportunities for young people.
8. To ensure that young people receive access to appropriate information and advice services, signposting to other services and support young people.
9. To attend meetings as required sometimes with or on behalf of young people.
10. To carry out other tasks deemed appropriate to the detached youth worker's role, and work as an active member of the Youth Service, supporting other colleagues where appropriate.
11. To work as part of one of two detached youth work teams and as part of the wider Youth Service
12. To regularly work unsociable hours.
13. To challenge discrimination and promote equal opportunities and young people's rights.
14. Undertake administrative, monitoring and evaluation duties consistent with funding requirements.
15. To maintain and develop skills through appropriate training as and when required.
16. To be aware of Child Protection legislation and operate within the set guidelines.
17. To carry out any other duties as required deemed necessary for the post and as directed by your line manager.
18. To comply with the relevant sections of the Authority's policy statement on Health, Safety and Welfare at Work.
19. To adhere to the principles of the Corporate Equality Policy and ensure commitment to anti-discriminatory practice.

## Person Specification – Non Managerial

### 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	Essential	✓			
Registered with EWC as Youth Support Worker	Essential	✓			
Relevant degree or equivalent appropriate experience	Desirable	✓			
<b>Other experience</b>					
Some experience of detached work	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	✓	✓		
<b>Knowledge/Skills</b>					
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	✓	✓		
Ability to assess the needs of young people and provide relevant information, advice guidance and signposting where appropriate and necessary.	Desirable	✓	✓		
High level of personal resilience, including the ability to manage conflict and deal with stressful situations.	Essential	✓	✓		
A good understanding of the approach and principles of youth work	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 in Wales Principles and Purposes.	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 new Youth Work Strategy and 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	✓	✓		

### 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
<b>Delivering the service</b>	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
<b>Improvement &amp; Change</b>	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
<b>Providing Excellent Customer Service</b>	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
<b>Team Working</b>	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	✓	✓		✓

		<b>Assessment Method</b>			
<b>Topic</b>	<b>Competencies</b>	<b>App. Form</b>	<b>Interview</b>	<b>Other e.g. presentation, discussion group, simulation, etc (please specify)</b>	<b>Probationary Period/ Performance Coaching</b>
<b>Communicating</b>	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				✓