

JOB DESCRIPTION

Youth Support Worker (Qualified / Unqualified)

Date effective: March 2023

MAIN PURPOSE OF THE POST:

To develop and promote high quality youth and community development work in partnership with young people, local communities, staff and other partners in Shrewsbury.

Facilitate personal, social and educational growth in young people (between 11 – 18yrs) to help reach their full potential in society.

To build positive relationships and conversations with young people and through activities, street contact and group work we help them to learn new skills, improve their confidence and make informed decisions.

RESPONSIBILITY TO: Leader in Charge and Youth & Community Manager

OTHER RELATIONSHIPS:

- Young people and their families/carers
- Safeguarding Specialists
- Team Shrewsbury Partners

CONTACTS:

Internal 20%: All Shrewsbury Town Council staff

External 80%: Young people and their carers, community groups, Local Members, residents and local stakeholders

MAIN DUTIES:

Organisation

1. To work within the team to organise recreational activities which could involve arts, crafts, drama, sports and music.
2. To be responsible for recording hours via the HFX system and liaising with the Office Manager should issues occur.
3. To co-ordinate any registration sheets and ensure paperwork is returned promptly to the admin office.

Interactions with Young People

4. To work directly with young people in the planning, delivery and evaluation of the youth work programme.
5. To develop and maintain relationships with young people in various settings, including outreach work.
6. To mentor, coach and support individuals to facilitate personal, social and educational growth in all young people as well as encouraging greater social inclusion.

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Safeguarding Duties

7. To attend any training and development opportunities to maintain an up-to-date knowledge of safeguarding, health and safety and local policy development.
8. To report any Safeguarding concerns to the Youth & Community Manager.
9. To work within the Council's policies and procedures (including Equal Opportunities, Safeguarding, Health & Safety, Risk Assessments etc) at all times.

Other Duties

10. To work in locations specified by Shrewsbury Town Council to deliver the standards and service required.
11. To undertake additional duties as required, commensurate with the level of role. Note: This job description outlines the main duties and responsibilities of the position and is designed for the benefit of both the post holder and the Council in understanding the prime function of the post. It should not be regarded as exclusive or exhaustive as there may be other duties and responsibilities associated with and covered by the grading of the post.

Agreed: _____
(Job Holder)

Date: _____

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PERSON SPECIFICATION

SKILLS, KNOWLEDGE AND EXPERIENCE REQUIRED:

- Level 2/3 Certificate in Youth Work (Desirable)
- A good knowledge of local facilities, locations and directions
- Safeguarding Certificate (Desirable)
- Satisfactory DBS check (Essential)
- Minibus Driving (Desirable)
- First Aid (Desirable)
- Full UK driving licence
- Understanding of safeguarding issues, duties of S11 Children's Act and Working Together Guidance.

COMPLEXITY AND CREATIVITY:

- Must be flexible, as the post may be based at various locations.
- Prepared to attend training courses to receive the appropriate accreditation training and career progression.
- Confident in lone working situations and using your own initiative.
- Strong leadership skills.

PERSONAL QUALITIES:

- Good communicator – with young people, members of the public and stakeholders.
- Have a common sense approach.
- Self-motivated team player, dedicated to achieving good standards and have the ability to work unsupervised.
- Ability to maintain confidentiality.
- Ability to respond to changes in workloads and changing priorities by carrying out the role in a flexible manner which will include working extended hours at the beginning/end of the day/weekends/Bank Holidays (the post holder shall be entitled to overtime for any excess hours worked in performance of their duties.