

## JOB DESCRIPTION

Job title	Youth Worker (P/T)
Department	Learning/ People and Performance
Location	North, Mid, South clusters
Scale & Grade	
Job summary	To deliver an agreed programme of youth and community services and non-formal learning for children and young people and assist in the development and evaluation of these programmes of learning. Ensuring young people's involvement and learning is effectively monitored and evaluated
Short term objectives	The post holder will be required to deliver and plan their youth work programme to ensure the needs of young people are met and that service targets are reached, including partners as required. This may include leading on a specific area of curriculum delivery
Long term objectives	The post holder will be required to actively support consultation, participation and service evaluation which will require a diverse range of associated tasks such as data capture, monitoring and supporting the production of reports
Main tasks	<p>To deliver an agreed programme of non formal learning in a variety of settings to individuals or groups of children and young people and where possible provide opportunity to accredit their achievements.</p> <p>To assist in the development of programmes that will provide young people with additional support, which will enhance their chances of overcoming adversity that could hinder their personal development and educational achievement.</p> <p>To assist in supporting schools in the delivery of specific learning programmes that sit on the qualification framework for young people who are at risk of becoming disengaged from education, training or employment (NEET) e.g. DofE Award YAA</p> <p>To work with children and young people from under-represented groups to support and enable them through a variety of personal , social and learning opportunities and in differing settings to have the confidence to integrate into main stream provisions and events</p> <p>Use appropriate tools in order to plan effectively, meet the needs of the organisation aims and to measure impact that intervention has had on young people's social and personal development.</p> <p>To gain feedback from young people and partners in order to reflect on own practice, review and evaluate thus continually improving performance.</p>

	<p>To ensure that young people are consulted and involved in the planning of the programme and engaged in the decision making process.</p> <p>Enable young people to establish and maintain links with forums especially the Merthyr Tydfil Youth Forum, school councils and to encourage Young People to be represented on National forums.</p> <p>To assist young people to access information to the range of information and support services available to them.</p> <p>To work in partnership with other agencies and departments to provide opportunities to enhance young people's personal, social, educational development. Whilst ensuring good and effective use of resources within the community.</p> <p>To complete the effective recording of your area of work with young people through the youth service MIS including ensuring young people's learning is recorded effectively</p> <p>To assist in identifying relevant resources in support of the delivery of a balanced curriculum of learning opportunities and activities, within agreed or available resources.</p> <p>Ensure safe working practices, adhering to MTCBC health and safety and safe guarding policy, procedures and practices.</p> <p>To complete the necessary administrative processes and procedures efficiently and effectively, working to deadlines and attend and feedback on all relevant meetings.</p> <p>Personally participate in a minimum of two continuing professional development opportunities per year to maintain fitness to practice.</p> <p>To complete any other task as deemed appropriate to that of a part time youth workers role at the request of the Senior Youth Worker or Youth &amp; Community Officer.</p>		
Reporting to	Youth & Community Officer		
Responsible for	N/A		
I hereby confirm that this job description is up to date and reflects the current responsibilities and duties of the post			
Manager's signature		Date	
Employee's signature		Date	

**PERSON SPECIFICATION**

Job title	Youth Worker (P/T)	
Department	Learning/ People and Performance	
Location	North, Mid, South clusters	
<b>Personal attributes</b>	<b>ESSENTIAL</b>	<b>DESIRABLE</b>
1. Amount of experience required	<p>3 years previous experience in working with young people.</p> <p>Have experience in facilitating, delivering, monitoring and evaluating a programme of learning opportunities for young people</p> <p>Experience of providing opportunities that promote independence and inclusion</p>	<p>Experience of working with young people with learning difficulties.</p> <p>Experience of working with people with complex needs/ autism/ challenging behaviour.</p> <p>Experience of delivering a range of Health and Well-being programmes.</p>
2. Technical skills required	<p>Have knowledge of the major policies and legislation relating to working with young people</p> <p>Possess an understanding of the key issues impacting on young people's lives in today's society.</p> <p>An understanding of disability issues (empowerment, choice, advocacy)</p> <p>Demonstrate good reporting skills</p> <p>A working knowledge of a range of IT packages , Management Information Systems and its application in the workplace.</p>	
3. Formal qualifications	<p>Foundation Course in Youth and Community Work or NOCN Level 3 Youth Work or equivalent level 3 qualification.</p> <p>Committed to undertake a programme of continuous professional development.</p>	<p>Youth and Community Work Degree</p>
4. Personality and Competencies required	<p>Have excellent communication and interpersonal skills with young</p>	<p>Ability to speak Welsh.</p>

<p>5. Special requirements (i.e. car driver)</p>	<p>people and partners</p> <p>Be able to effectively deal with challenging situations and individuals</p> <p>Must be able to lead by example, be able to motivate staff and develop positive relationships through trust and honesty</p> <p>Ability to work on own initiative and as an integral member of a team.</p> <p>Ability to set priorities and meet deadlines.</p> <p>Demonstrate the capacity to work in a non stigmatising and anti oppressive environment</p> <p>Must be prepared to work anti social hours including regular evenings and; weekends</p>	<p>Possession of a driving license. Mini Bus driving License</p>
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