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| **Department** | **Department of People** |
| **Job Title** | Youth Worker – Level 1 |
| **Grade** | jnc Range 1 |
| **Primary Purpose of Job** | Enable young people to develop holistically, working with them to facilitate their personal, social and educational development, to enable them to develop their voice, influence and place in society and to reach their full potential.  |
| **Reporting To** | Level 2 Youth Worker / Positive Activities Team Leader |
| **Staffing** **Responsibilities** | N/A |

**Main Duties**

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| **1** | To work directly with young people for a minimum of 90% of working hours to develop their social education by providing programmes of activities, services and facilities, with learning outcomes |
| **2** | To establish contact with and build positive relationships with young people as part of local programmes |
| **3** | Maintain quality of youth service provision |
| **4** | To operate as part of the 5-19 Service staff team, and attend and participate in supervision as required |
| **5** | To use a range of day to day administrative and financial systems, recording membership, collecting and banking money |
| **6** | To deliver of a wide range of prepared curriculum with learning outcomes to meet the needs of young people, in consultation with young people/colleagues/other agencies |
| **7** | To assist in the provision of advice and support to local community groups and agencies |
| **8****9****10****11****12****13** | To assist with service development by contributing to planning, delivery and monitoring of local provisionsTo keep informed of local / national youth issues and undertake training as requiredAll members of the staff of the 5-19 Service have a duty to secure the safety and welfare of all service users. All staff are responsible for ensuring they are aware of arrangements in respect of fire and other emergencies and the arrangements in respect of accidents to both colleagues and service users. In addition to being able to handle emergencies, staff have a duty of care; that is they must do all in their power to prevent incidents or accidents involving staff or service users where defects or situations could reasonably be identified, or foreseenTo maintain records as appropriateTo carry out other duties as may reasonably be required by the scope/nature of the postTo work flexibly prioritising afternoons, evenings and some weekend work. This post involves working flexibly over a 7 day week |
| **Date Job Description prepared/updated:** | **May 2018** |
| **Job Description prepared by:** | **Dominic Rice** |

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| **Department** | **department of people** |
| **Job Title** | **youth worker – level 1** |
| **Stage One** | Disabled Candidates are guaranteed an interview if they meet the essential criteria |
| **The Minimum Essential Requirements for the above Post are as Follows:** | **Method of Assessment** |
| **1.** | **Skills and Knowledge** |
| 1. | Able to successfully deliver social education programmes directly with young people | Application Form / Interview |
| 2. | Able to establish contact with, build positive relationships with, and mentor young people | Application Form / Interview  |
| 3. | Able to assist and support the participation of young people | Application Form / Interview |
| 4. | Able to positively assist in the provision of advice and support for local groups and agencies | Interview |
| 5. | Able to assist with service planning, development, quality assurance and evaluation | Application Form / Interview |
| 6. | Able to prepare reports and use administrative systems efficiently | Application Form / Interview |
| 7. | Able to communicate effectively verbally and in writing | Application Form / Interview |
| 8. | Keep informed of local / national issues affecting young people | Application Form / Interview |
| 9. | Able to work effectively as part of a staff team | Application Form / Interview |
| 10. | **Competencies** – Please note the council’s corporate competencies, which are considered to be essential for all roles, are in the attached CORE COMPETENCIES documents | Interview |
| **2. Experience/Qualifications/Training etc** |
| 1. | Some experience of working with young people | Application Form / Interview |
| 2. | Awareness of and competent in the Youth Work National Occupational Standards | Application Form |
| **3. Work Related Circumstances** |
| 1. | Willingness to undertake appropriate training linked to the Council’s Performance Development Review | Interview |
| 2. | Ability to work flexible hours where required – evenings / weekends and across sites as required by the Service | Interview |
| 3. | Due to ratios of adults: children, applicants must be at least 18 years of age | Application Form / Interview |
| 4. | This post is subject to an enhanced disclosure from the Disclosure & Barring Service | Application Form / Interview |

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| **Date Person Specification prepared/updated:** | **May 2018** |
| **Person Specification prepared by:** | **Dominic Rice** |

**These core competencies are considered essential for all roles within Bolton Council. Please be prepared to be assessed on any of these during the interview process and, for the successful applicant, throughout the probationary period**

**Developing Self & Others**

Promote a learning environment to embed a learning culture.  Support others to develop their skills and knowledge to fulfil their potential. Actively pursue your own development. Support and promote the principles of Investors in People.

**Civil Contingencies**

Bolton Council has a statutory duty under the Civil Contingencies Act to respond in the event of an emergency. If Bolton Council’s Emergency Management Plan is activated, you may be required to assist in maintaining key Council services and supporting the community.  This could require working outside of routine working hours and working from places other than your normal place of work.

**Equality & Diversity**

Uphold the principles of fairness and the Equality Act in all undertakings as a Bolton Council employee, including providing a fair, accessible service irrespective of customer’s race, religion, gender, sexuality, disability or age.

**Customer Care**

The ability to fully understand, assess and resolve the needs of all customers including those who present with complex situations, in a manner that respects dignity and expresses a caring & professional image.

**Health & Safety**

Take responsibility for the health and safety of yourself and others who may be affected by your acts or omissions, and comply with all health and safety legislation, policy and safe working practice, including participating in training activities necessary to your post.

**Data Protection and Confidentiality**

Ensure that any personal data or confidential data you hold is kept securely and is not disclosed, whether electronically, verbally or in writing, to any unauthorised third party. Follow Council policies and procedures on dealing with personal information and information assets, including The Code of Conduct, Data Protection, Acceptable Use and Information Security policies. Personal or confidential data should only be accessed or used for council purposes.

**Fluency Duty**

Should you be required, as a regular and intrinsic part of your role, to speak to members of the public in English, you must be able to converse at ease with customers and provide advice in accurate spoken English, as required byThe Immigration Act 2016.

**Working Hours**

The nature and demands of the role are not always predictable and there will be an expectation that work will be required outside of normal hours from time to time.

**Safeguarding**

This Council is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff and volunteers to share this commitment. Should the role involve working with the above groups, you will be subject to an Enhanced Disclosure and Barred List check by the Disclosure & Barring Service.