

ROCHDALE BOROUGH COUNCIL

SERVICE: Early Help and Schools

SECTION: Youth Service

LOCATION: Various around the Borough

JOB TITLE: Mobile Youth Support Worker

Grade: JNC points 3 – 11 bar at point 6 if unqualified.

Accountable to: Lead Youth Work Manager
Accountable for: Part time mobile youth support workers
Hours of Duty: 24 hrs per week

Working hours are based upon JNC terms and conditions flexible in accordance with the needs of the Service, to include a minimum of 3 evenings per week and two twilight sessions, and/or a Saturday and Sunday session, not exceeding 8 evenings a fortnight

Any Special Conditions of Service: Flexible working is required, as agreed with the post holder, to meet Service needs and in accordance with JNC Conditions of Service.

Subject to enhanced Criminal Record and background checks.

Subject to regular driving competency check

Car User Allowance

The postholder will be required to work evenings and weekends

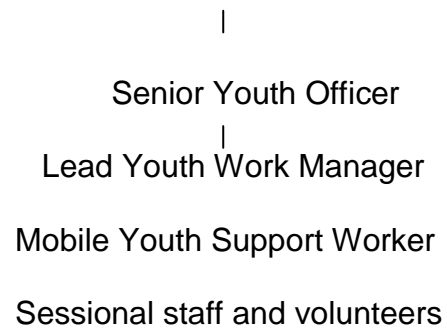
In accordance with Section 7 of the Immigration Act 2016 this post requires the ability to converse at ease with the members of the public and provide advice in accurate spoken English

The Authority operates a Smoke Free Policy for all its employees and applies to any building and associated grounds within the immediate vicinity of the building which is wholly owned, leased or operated and occupied by RMBC.

This post is not Politically Restricted in accordance with the current regulations

This Service is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment.

Organisational Chart:



PURPOSE AND OBJECTIVES OF THE JOB

1. To drive the Youth Service Mobile Unit and any other vehicles as required by the Service.
2. To work directly with young people to enable them to broaden their horizons and engage in positive activities
3. To deliver youth work in a flexible manner at a variety of locations including in centres and on detached and other locations as required.
4. To participate in all planning, delivering and monitoring programmes of youth work to groups of young people on mobile units as informed by the strategic objectives of the service

CONTROL OF RESOURCES

Personnel

None

Financial

To work in accordance with Financial Regulations and procedures of the Authority.

Equipment/Materials

To be responsible for the safe use and maintenance of vehicles; equipment and materials as used by self and others, in accordance with the Council's policies and procedures.

To adhere to the Council's rules and regulations relating to the use of ICT, e-mail and intranet/internet access.

Health/Safety/Welfare

Responsible for the health, safety and welfare of self and others in accordance with the Council's Health & Safety policies and procedures and current legislation.

Equal Opportunities

To work in accordance with the Authority's Policy relating to the promotion of Equal Opportunities.

Training and Development

The post holder will be responsible for assisting in the identification and undertaking of his/her own training and development requirements in accordance with the Council's Performance Management Framework.

Relationships

Internal

Team colleagues and managers
Volunteers

External

Staff from other departments or agencies working with young people
Parents, members of the local community
Elected member

RESPONSIBILITIES

The post holder must:

1. Perform his/her duties in accordance with the Council's Equal and Diversity Policy.
2. Ensure Rochdale BC's commitment to public service orientation and care of our customers is provided.
3. Be able to render regular and efficient service to undertake the duties of this post.

VALUES AND BEHAVIOURS

1. Approach the job at all times using the values set out in the Rochdale Way :
 - Valuing our people
 - Focusing on customers
 - Acting with integrity
 - Using time and money wisely
 - Working together
 - Always learning and improving
2. Be aware of and apply the Rochdale Way behaviours at all times.

PRINCIPAL DUTIES

1. To drive the Youth Service Mobile Unit and other vehicles (e.g. minibus) operated by the Youth Service as designated by line manager.
2. To ensure that the Mobile Unit and other vehicles have the appropriate safety checks and maintenance so that they are kept in a roadworthy condition as specified by the Department of Transport and RBC Vehicle Maintenance Service.
3. To undertake appropriate safety and maintenance checks including: oil, water, lights and tyre pressure.
4. To maintain and clean the Mobile Unit (internal and external) as required or directed by line manager.
5. To ensure the safety of children, young people, self and others by ensuring proper precautions are taken to prevent accidents, including the undertaking and observance of risk assessments, site surveys for the mobile units taking appropriate measures when required.
6. To load and unload equipment and materials from the vehicles as required, including collection and delivery of equipment and materials.
7. To manage booking procedures for the Youth Service Mobile Unit and mini bus and maintain adequate management information systems to enable effective planning and reporting.
8. To record and report membership, attendance, achievement and financial information on a regular basis in agreed formats on mobile units.
9. To deliver youth work with young people to design, develop and manage the Unit / projects/ events and activities underpinned by the Youth Service Curriculum Framework.

10. To plan, monitor and evaluate work via regular reports, management supervision and unit plans.
11. To carryout regular analysis of needs and promote youth work opportunities throughout the local community.
12. To take responsibility for admin / financial systems and procedures of the Unit / Project and ensure adherence to financial regulations, provision of insurance cover and other management information requirements.
13. To actively participate in the training and development of self and other workers.
14. To build appropriate relationships with relevant voluntary and statutory organisations.
15. To ensure that the relevant Health and Safety procedures are implemented and monitored.
16. To work with young people to design and develop sessions, identify desirable outcomes and select appropriate methods and resources.
17. To promote equality of opportunity and voluntary participation of young people and to challenge discrimination, prejudice and oppressive behaviour.
18. To support young people to take action when they are distressed including within a Child Protection framework.
19. To behave as a reflective practitioner by evaluating their own values, priorities, interests, abilities and performance with managers and colleagues in order to manage and develop their own practice.

SECONDARY DUTIES

1. To undertake such other duties and responsibilities of an equivalent nature as may be determined by the Senior Youth Officer (or nominated representative) in consultation with the postholder and if he/she wishes with his/her trade union representative.
2. To participate in any training initiatives in relation to the duties of the post, including passing on knowledge to colleagues if required.
3. To promote positive images of the Service, its work and young people.
4. To undertake such other duties and responsibilities of an equivalent nature, particularly in response to the changing role of the Council, as may be determined by the Council (or nominated representative) from time to time in consultation with the postholder and, if he/she so wishes, with his/her trade union representative.

Job Description prepared by: Jayne Taylor Date: November 2015

Agreed by Postholder: new post Date: _____

**Rochdale Borough Council
Person Specification**

Service :	Early Help and Schools	Post:	Mobile Youth Support Worker
Section :	Children's Service	Post Number :	
Job Ref:		Grade:	JNC Pt 3-11

Note to Applicants:

The *Essential Criteria* are the qualifications, experience, skills or knowledge you **MUST SHOW YOU HAVE** to be considered for the job.

The *How Identified* column shows how the Council will obtain the necessary information about you.

If the *How Identified* column says the **Application Form** next to an *Essential Criteria* you **MUST** include in your application enough information to show **how** you meet this criteria. You should include examples from your paid or voluntary work.

The Council is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects staff to share this commitment.

Criteria	Essential (E) or Desirable (D)	How Identified: AF Application Form I Interview A Assessment
Filter Questions		
1 Do you have experience of driving a single deck bus or similar vehicle?	E	AF, I
2 Are you able to drive a mobile youth centre safely and in accordance with all legal requirements?	E	I, A
(a) Special Working Conditions		
1 Are you willing and able to work regular evenings and weekends? Please confirm	E	AF, I
2 Are you willing and able to undertake a certain amount of travelling in the execution of duties?	E	AF, I
3 Do you have any experience of undertaking daily/weekly/yearly vehicle maintenance checks and schedules?	D	I
4 Are you willing and able to move and handle equipment as required for service delivery and use?	E	I
5 The ability to converse at ease with members of the public and provide advice in accurate spoken English is essential for this post	E	I
(b) Qualifications and Experience		
1 Do you have a VRQ Level 3 in Youth and Community Work for the substantive post? Are you willing to undertake one?	D	AF, I, production of qualification
2 If successful, would you be willing to undertake RMBC's Vehicle Familiarisation Course and any other relevant courses as may be required? Please confirm	E	AF, I
(c) Skills and Knowledge		
1 Can you give us an example of the methods you would use to challenge discrimination, prejudice and oppressive behaviour in your youth work sessions?	D	AF, I
2 Can you tell us something about the youth work curriculum and how it impacts on your face to face practice with young people?	D	AF, I
3 Can you tell us about a time when you have adapted your work to meet the needs of young people and their communities?	D	AF, I
4 Can you tell us about a time when you have provided young	D	AF, I

	people with information in order to help them to generate options and make decisions?		
5	Can you tell us about a time when you have worked with young people to design and develop sessions with identifiable outcomes which meet their identified development needs?	D	AF, I
6	Are you willing and able to complete written records and reports?	E	AF, I
7	Are you willing and able to carry out safety checks and risk assessments as required by the Service	E	AF, I
8	Can you give us an example of when you have undertaken a risk assessment?	D	AF, I
(d) Behaviours and Values			
1	Are you willing and able to approach the job at all times using the values set out in the Rochdale Way: <ul style="list-style-type: none"> • Valuing our people • Focusing on customers • Acting with integrity • Using time and money wisely • Working together • Always learning and improving Please confirm you are willing to adhere to these values and behaviours.	E	AF/I
2	If applying as part of the Armed Forces Scheme: Please confirm your last long term employer was the Armed Forces.	D	AF/I
3	If applying as part of the Armed Forces Scheme: Please confirm you have been looking for a job for 6-24 months since you left the Armed Forces.	D	AF/I