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| **Department** | **DEPARTMENT OF CHILDRENS SERVICES** |
| **Job Title** | **OUTREACH / DETACHED WORKER – PLAY & YOUTH SERVICE** |
| **Grade** | **Grade f** |
| **Primary Purpose of Job** | To contact young people on the street who may be at risk of or engaging in anti-social activities, and undertake and produce an assessment of the situation with a view to delivering a response. |
| **Reporting To** | Team Leader: PLAY & YOUTH SERVICE |
| **Direct Staffing Reports** | N/A |

**Main Duties**

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| **1** | To work alongside local Communities by:   * Attendance and participation in appropriate meetings * Liaising with other agencies as appropriate | |
| **2** | Undertake outreach work by:   * Making contact with young people on the streets and other places where young people congregate * Directing young people towards safer environments * Identify young people’s basic needs | |
| **3** | Develop and deliver activities / opportunities by:   * Working as part of a team alongside colleagues and other agencies and developing programmes in appropriate settings / venues * Identify and assess resources for young people * Work with young people at times when they would be engaged in juvenile nuisance, particularly Thursday, Friday evenings and weekends | |
| **4** | To attend staff and other meetings as appropriate | |
| **5** | To undertake any additional duties which may be required from time to time to meet the needs of the service | |
|  |
| **Date Job Description prepared/updated:** | |  |
| **Job Description prepared by:** | |  |



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| **Department** | | **Children’s services** | |
| **Job Title** | | **Outreach – Detached Worker** | |
| **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. | An ability to communicate with young people and adults | | Application / Interview |
| 2. | An understanding of why young people engage in anti-social behaviour. | | Interview |
| 3. | An ability to develop and deliver a variety of diversionary activities | | Application / Interview |
| 4. | An ability to establish and maintain appropriate relationships with young people. | | Interview |
| 5. | An ability to plan, monitor and evaluate your work with young people. | | Application / Interview |
| 6. | **Competencies** – Please note the council’s corporate competencies, which are considered to be essential for all roles, are in the attached CORE COMPETENCIES document | | Interview |

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| **2. Experience/Qualifications/Training etc** | | |
| 1. | Experience of working with challenging young people | Application / Interview |
| 2. |  |  |
| **3. Work Related Circumstances** | | |
| 1. | Available to work evenings & Weekends | Application / Interview |
| 2. | Requirement to work both indoors and outdoors | Interview |
| 3. | Willingness to undertake appropriate training linked to the Council’s Performance Development Review | Interview |
| 4. | Ability to work flexible hours as and when required | Interview |
| 5. | This post is subject to an enhanced disclosure from the Disclosure & Barring Service | interview |
|  | Bolton Council is a Smoke-Free Employer | Interview |
|  | Ability to travel effectively around the borough | Application Form |

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| **STAGE TWO** | | Will only be used in the event of a large number of applicants meeting the minimum essential requirements | |
| **Additional Requirements** | | | **Method of Assessment** |
| **1. Skills and Knowledge** | | | |
| 1. |  | |  |
| 2. |  | |  |
| **2. Experience/Qualifications/Training etc** | | | |
| 1. | Experience of working with young people in a variety of settings | | Interview |
| 2. | Qualification in Youth Work, Sport, Art or similar area | | Application / Interview |
| 3. | Outreach Trained | | Interview |

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| --- | --- |
| **Date Person Specification prepared/updated** |  |
| **Person Specification prepared by** |  |

**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.

**The values of an organisation are those key principles by which people are expected to work to day to day. They’re our culture and help define what is expected of each and every one of us**.





