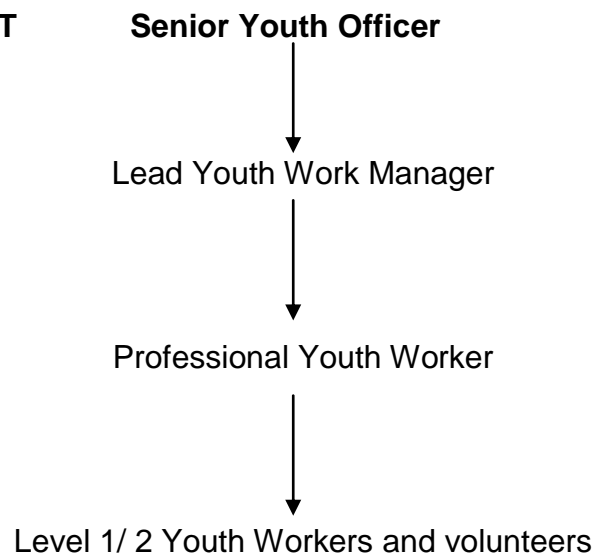


ROCHDALE BOROUGH COUNCIL
JOB DESCRIPTION

SERVICE	:	Early Help And Schools
SECTION	:	Youth Service
LOCATION	:	Various locations & projects across the Borough
POST TITLE	:	Professional Youth Worker
POST NUMBER	:	
Grade:		Qualified JNC points 17–20
Accountable to	:	Lead Youth Worker
Accountable for	:	Level 1/ 2 Youth Workers and Volunteers
Hours of Duty	:	18 hours per week, including willingness to work evenings, weekend and un-social hours as required in accordance with the needs of the Service and JNC terms and conditions.
Any Special Conditions of Service		This post requires an enhanced DBS disclosure. JNC terms and conditions apply to all aspects of the work.

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.

ORGANISATIONAL CHART



PURPOSE AND OBJECTIVES OF THE POST

1. To be operationally responsible for the delivery of youth work to young people in a flexible responsive manner across a range of areas and projects as determined by the needs of the Service.
2. To ensure that the recording and reporting procedures required by the Service and any external funders appropriate to the post holder's area of work are met satisfactorily.
3. To ensure that young people are actively encouraged to participate in youth work activities and within their communities.
4. To ensure that the service meets its standards through the application of Quality Assurance Framework.

Control of Resources

Personnel

To be responsible for the direction, support and motivation of self & volunteers under the post holders control

Financial

To support where appropriate the monitoring all budgets and funds within the post holders remit in accordance with the financial regulations and procedures of the Authority

Equipment/Materials

To be responsible for the safe use and maintenance of equipment, furniture and materials as used by the post holder, staff & Volunteers accountable to them

Health/Safety/Welfare

Responsibility for the safety and welfare of self, colleagues & volunteers in accordance with the Health and Safety Policies of the Council.

Equality and Diversity

To work in accordance with the Authority's Policy relating to the promotion of Equality and Diversity.

Training and Development

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

Relationships (Internal and External)

Responsibilities

The postholder must :

- (i) Perform his/her duties in accordance with Rochdale Council's Equality and Diversity Policy.
- (ii) Ensure that Rochdale Council's commitment to public service orientation and care of our customers is provided.

Value 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 have operational responsibility for service delivery and development in a number of specific projects relating to young people's voice.
2. To work directly with young people in line with the national occupational standards in youth work.
3. To work face to face with young people evenings and week-end in line with JNC terms and conditions.
4. To work in an ethical manner which reflects the values, beliefs, policies and standards of Rochdale Borough Council both as an individual worker and in cooperation with others as appropriate and required.
5. To be responsible for ensuring the youth work targets are met, including collating and reporting relevant MIS data on a monthly basis.
6. To assess the need and provision for young people and promote and develop youth work opportunities involving young people in the planning process.
7. To manage the deployment of resources and equipment
10. To promote partnerships and positive links with other agencies and positively represent the service on appropriate forums and bodies.
11. To market and promote positive images of young people and to ensure that the youth service and its team members are promoted in a positive manner.
12. To ensure application of health and safety procedures and reporting mechanisms including the use of the Evolve system.

Secondary Duties

- 1 To participate in Council programmes of in-service training and when required as an assessor, trainer and facilitator.
- 2 To undertake such other duties and responsibilities of an equivalent nature as may be determined from time to time by the post holder's supervisor or nominated representative) in consultation with the postholder (and if he/she so wishes, with his/her Trade Union representative).

Job Description prepared by	_____	Date	_____
Agreed by Postholder	_____	Date	_____

**Rochdale Borough Council
Person Specification**

Service :	Early Help and Schools	Post:	Professional Youth Worker (18 hrs)
Section :	Youth Service	Grade :	JNC-17-20

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
(c)	Special Working Conditions		
1	Are you willing to work for a minimum of 60% of the week directly with young people? This will be mainly evenings and week end sessions, not exceeding 8 evenings per fortnight.?	E	AF,I
2	Are you willing to represent the youth service at a range of key meetings and agreed training events?	E	AF,I,
3	Are you willing to work flexibly to the needs of the service?	E	AF,I
4	Are you able to travel around the borough as part of your duties?	E	AF,I
(a)	Qualification and Experience		
1	Do you have a JNC recognised Youth Work qualification at NVQ (or equivalent)?	E	AF,I and production of certificates
2	Please give details of your experience of developing and delivering diversionary and detached projects in a variety of geographical, and or service areas	E	AF,I
3	Using examples please show us that you have significant experience of working with disadvantaged and or vulnerable young people	E	AF,I
4	Using examples please demonstrate that you have significant experience of supporting young people to have their opinions heard and listened to by decision makers?	E	AF,I
5	Please give us examples of your experience of organising events?	E	AF,I
6	Please give details of your significant experience of delivering youth work in a paid capacity?	E	AF,I
7	Tell us about your significant experience of working with disadvantaged and or vulnerable young people?	E	AF,I

8	Please give details of your experience of developing and delivering projects in a variety of geographical, project and or service areas?	E	AF,I
9	What is your experience of working within Voice projects?	E	AF,I
10	Tell us about your experience of organising events for young people?	E	AF,I
11	Please give details of your knowledge of the range of policies and procedures that inform the ethical and effective delivery of youth work – including Health and Safety and Safeguarding procedures?	E	AF,I
(b) Skills and Knowledge			
1	Please demonstrate your ability to communicate in writing and orally to a high standard	E	AF,I
2	Please detail your ability to communicate effectively to encourage positive and meaningful relationships both internally and externally and with young people.	E	AF,I
3	Please demonstrate your knowledge of the range of policies and procedures that inform the ethical and effective delivery of youth work	E	AF,I
4	What is your understanding of current trends in Youth Work locally, regionally and nationally	E	AF,I
5	Please can you demonstrate your ability to market and promote the work of young people, the youth service and all its team members in a positive manner	E	AF,I
Behaviours and Values			
1	<p>Approach the job at all times using the values set out in the Rochdale Way:</p> <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 <p>Please confirm you are willing to adhere to these values and behaviours.</p>	E	AF,I
Armed Forces			
1	If applying as part of the Armed Forces Scheme please confirm your last long term employer was the Armed Forces.	D	AF,I
2	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