

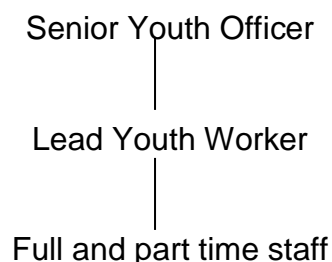
BOROUGH OF ROCHDALE

JOB DESCRIPTION

SERVICE	:	Early Help & Schools
SECTION	:	Youth Service
LOCATION	:	Various locations throughout the Borough
POST TITLE	:	Lead Youth Worker
Grade	:	JNC Pts 21-24
Accountable to	:	Senior Youth Officer
Accountable for	:	Full and part time staff and volunteers involved in youth work in the area
Hours of Duty	:	37 hours per week, with a willingness to work evenings and weekends including residential and un-social hours as required in accordance with the needs of the Service and JNC terms and conditions.
Any Special Conditions of Service		<p>An enhanced DBS check is necessary for this position.</p> <p>The Authority operates a Smoke Free Policy for all its employees and applies to any building and associated grounds within in the immediate vicinity of the building which is wholly owned, leased or operated and occupied by R B C.</p>

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

ORGANISATIONAL CHART



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.

PURPOSE AND OBJECTIVES OF THE POST

1. To manage and develop a range of services within a defined service area of work; for example a Township and a Boroughwide Project
2. To act as a lead for the service with regard to that area of work, to develop and implement a plan for that area of work and to represent the Service on appropriate corporate and inter-agency forums.
3. To be responsible for the management and supervision of a team of full time, part time youth work staff and volunteers/students.
4. To manage and develop a range of facilities including youth centres and mobile facilities
5. To monitor, quality assure and support the work of other Youth Service staff, including full time workers, in their areas of work/responsibility including undertaking regular unit visits to evening and week end provision. It is expected that post holders fully comply with this requirement and take individual responsibility for deploying themselves to other projects in the service if necessary in order to do this.
6. To design, lead and implement a youth work curriculum.

Control of Resources

Personnel

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

Financial

To manage and monitor 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 staff to identify training needs & producing an annual Training Action Plan in accordance with the Council's Performance Management Framework.

Relationships (Internal and External)

Internal

Post holder's own staff team(s)
Other members of the Youth Service
Other workers and Officers within the Council
Elected members
Local decision making bodies e.g. Township Forums

External

Other providers of services to young people
Voluntary Sector Organisations
Relevant regional, national and international organisations

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.

Principal Duties

1. To have operational management responsibility for youth work within a defined service area of work.
2. To work directly with young people in a manner which reflects the policies and standards of Rochdale Borough Youth Service both as an individual worker and in cooperation with others as appropriate and required.
3. To monitor, quality assure and support the work of other Youth Service staff, including full time workers, in their areas of work/responsibility.
4. To lead on youth work training acting as a supervisor and or a training facilitator.
5. To maintain conduct of the highest standard that public confidence in the postholder's integrity is sustained
6. To develop and update detailed plans for the planning, delivery and monitoring of youth work provision within a defined area of work
7. To manage the co-ordination of additional youth service provision included commissioned work.
8. To represent the service at appropriate forums e.g. Township meetings, regional forums
9. To be responsible for ensuring the youth work targets are met, including collating and reporting relevant MIS data.
10. To line manage, assess, monitor and maintain the performance of staff teams including full time staff & volunteers by:
 - supervision
 - assessment
 - annual appraisal
 - team planning
 - internal inspections
 - performance management
 - delivering training and assessment
11. To assess the need and provision for young people on an annual basis within a defined service area of work.
12. To seek to develop progressive new youth work opportunities including proposals for additional/external funding.
13. To manage and control the deployment of resources, including budgets and premises, available for the delivery of both internally and externally funded youth work programmes.
14. To manage, develop and maintain key facilities for youth work provision including Youth Centres and Mobile Youth Facilities; including, if appropriate and with the postholder's agreement, the driving of such vehicles, as required.
15. To promote positive images of young people and the Service by reporting regularly to appropriate Committees and partnership groups.

16. 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 and or Service Head (or nominated representative) in consultation with the postholder (and if he/she so wishes, with his/her Trade Union representative).

Job Description prepared by	<u>Jayne Taylor</u>	Date	<u>Dec 2016</u>
Agreed by Postholder	<u></u>	Date	<u></u>

**Rochdale Borough Council
Person Specification**

Service :	Early Help & Schools	Post:	Lead Youth Worker
Section :	Youth Service	Post Number :	
Job Ref:		Grade:	JNC 21-24

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.

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Criteria	Essential (E) or Desirable (D)	How Identified: AF Application Form I Interview A Assessment
(a) Special Working Conditions		
1 Are you able to work flexibly including a minimum average of 3 evenings or weekend sessions per week and unsocial hours including weekends and residential as required and in accordance with jnc terms and conditions. It is expected that post holders will on occasion be expected to undertake weekend work at short notice if so required.	E	AF, I
2 Willing and able to undertake a certain amount of travelling in the execution of their duties. Please confirm.	E	AF, I
3 Willing to attend meetings and agreed training events. Please confirm.	E	AF, I
(b) Qualifications and Experience		
4 A JNC endorsed Professional Youth Work qualification appropriate to the Professionally qualified Youth and Community Worker Range –See Appendix 1 JNC Agreement 2012	E	AF, I, production of certificates
5 What is your experience in delivering high quality youth work in a variety of settings to disadvantaged and vulnerable young people.	E	AF
6 What is your experience of managing and supervising staff teams and monitoring and quality assuring their performance against agreed standards including budgetary allocations	E	AF, I
7 What is your experience of developing and delivering operational plans for youth work in defined geographical and or service areas	E	AF, I
8 What is your experience of writing bids, securing funds and satisfying the performance and reporting criteria for externally funded programmes	E	AF, I
9 Please give details of your knowledge of current trends in Youth Work locally, regionally and nationally		
10 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, educational visits, and Safeguarding procedures including CSE safeguarding procedures	E	AF, I

Criteria	Essential (E) or Desirable (D)	How Identified: AF Application Form I Interview A Assessment
11 Please give details of your ability to communicate in writing and orally to a high standard	E	AF, I
(c) Skills and Knowledge		
12 Please give details of your ability to facilitate youth work training and to supervise and assess staff undertaking training	E	AF, I
13 Please demonstrate your commitment and compliance to service and corporate standards of behaviour, in line with the Rochdale Way, ensuring that standards in public life, probity in the use of public funds and delivering a safe service are understood by all staff and the consequences of failure to observe these rules	E	AF, I
14 Please give details of your ability to communicate effectively to encourage positive and meaningful relationships both internally and externally and with young people that will enhance and support the aims of the Youth Service.	E	AF, I
15 Please provide details on how you encourage and motivate others to be receptive to change and positively promotes change to colleagues, service users and other services	E	AF, I
16 What is your experience of supervising staff and volunteers to meet challenging targets and service delivery standards, tackling poor performance, giving praise and recognition where appropriate.	E	AF, I
(d) Behaviours and Values		
17 Approach the job at all times using the values set out in the Rochdale Way: <ul style="list-style-type: none"> <input type="checkbox"/> Valuing our people <input type="checkbox"/> Focusing on customers <input type="checkbox"/> Acting with integrity <input type="checkbox"/> Using time and money wisely <input type="checkbox"/> Working together <input type="checkbox"/> Always learning and improving Please confirm you are willing to adhere to these values and behaviours.	E	AF/I
(e) Armed Forces		
18 If applying as part of the Armed Forces Scheme please confirm your last long term employer was the Armed Forces.	D	AF
19 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