

JOB DESCRIPTION & PERSON SPECIFICATION

Director Area: Children's Services

Job Ref Number: 03976

Service Area: Future4Me, Community & Interventions Team.

Grade: G2

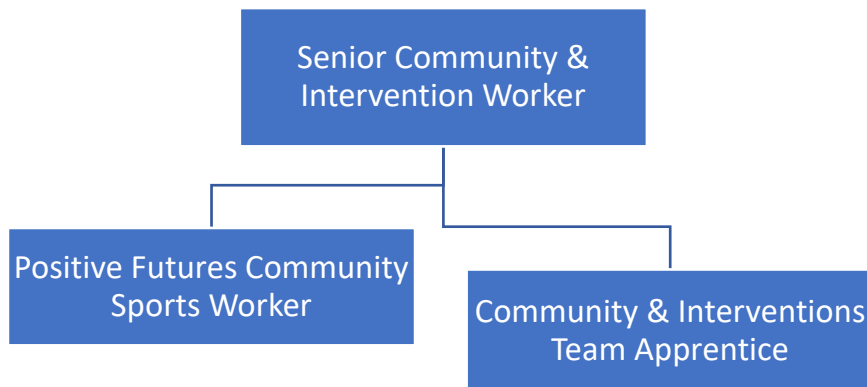
Job Title: Community & Interventions Team (CIT) Apprentice

PURPOSE OF JOB:

The Community & Interventions Team (CIT) Apprentice position is intended to offer on-the-job training, while supporting the work being delivered within communities, to create safe places and spaces for young people in Lincolnshire. The post holder will support staff within the CIT to plan and deliver an exciting programme of sport and positive activities, to engage and improve the outcomes for children, young people and families.

The post holder will support the delivery of quality personal and social development opportunities for children and young people, aiming to support their successful transition into adulthood.

TEAM STRUCTURE:



MAIN DUTIES:

1	To assist in the planning and delivery of sport and positive activities that are attractive and exciting to young people aged between 8 – 18 years.
2	Demonstrate a positive attitude and act as a role model within the local community.
3	Build positive relationships with young people, encouraging their personal and social development, and successful transition into adulthood.
4	With support, ensure that children and young people are able to share their views on the services provided, to demonstrate the positive impact of the service on young people.
5	Being able to work effectively and collaboratively with relevant stakeholders.

6	To participate in appraisals, supervisions, team meetings and reflective practice.
7	Undertake training agreed in supervisions/ appraisals as necessary, to ensure the effective delivery of the service.
8	Represent Lincolnshire County Council (LCC) in a positive manner by acting and dressing appropriately and professionally, in a way that upholds its core values and behaviours.
9	To maintain accurate records in compliance with LCC's information assurance policies and General Data Protection Legislation (GDPR) requirements.
10	Work in accordance with LCC's practices, policies and procedures of the Children's Services directorate, particularly in relation to Equality & Diversity, Health & Safety and Safeguarding.
11	Accompany and/ or travel as directed by staff within the Community & Interventions Team (CIT) throughout Lincolnshire, to support the delivery of sport and positive activities.
12	The post requires the flexibility to work evenings, weekends and school holidays, as agreed in accordance with the needs of the service.

PERSON SPECIFICATION

Requirements	Where identified*	Essential	Desirable
Demonstrate the ability to acquire and apply knowledge, alongside a commitment to continuous learning, as the post holder will be required to complete an identified apprenticeship qualification and mandatory training, relevant to the job description/ position.	A/ I	✓	
A genuine desire/ interest to work with young people and improve their outcomes.	A/ I	✓	
Ability to relate to young people.	A/ I	✓	
Ability to communicate with colleagues and young people – written and verbal.	A/ I	✓	
Ability to work as part of a team.	A/ I	✓	
Good planning, organisation, and time management skills.	A/ I	✓	
Basic understanding of Information Technology (IT) and Office systems.	A		✓
Availability to work unsociable hours including evenings, weekends and school holidays.	I	✓	
Enhanced DBS Check	After Interview	✓	

*A = Application form T = Test/Assessment I = Interview P = Presentation

GENERAL

The postholder is required to take personal responsibility for contributing to organisational transformation and changes in ways of working, maximising the benefits and efficiencies for both internal and external customers, including the promotion and use of self-service to achieve maximum cost effectiveness.

The postholder is expected to work to the Lincolnshire County Council Core Values and Behaviours and to carry out the duties in accordance with Lincolnshire County Council policies.

Other Duties - The duties and responsibilities in this job description are not exhaustive. The post holder may be required to undertake other duties within the general scope of the post. Any such duties should not substantially change the general character of the post. Duties and responsibilities outside of the general scope of this grade of post will be with the consent of the post holder.

Safeguarding -. All employees need to be aware of the possible abuse of children and vulnerable adults and if you are concerned you need to follow the Lincolnshire County Council Safeguarding Policy. In addition employees working with children and vulnerable adults have a responsibility to safeguard and promote the welfare of children and vulnerable adults during the course of their work.