

**JOB DESCRIPTION**

October 2012

<b>DIRECTORATE:</b> Children's Services		<b>A.D. Service Area:</b>	
<b>Head of Service Area:</b> Locality		<b>Is this description a generic JD?</b> Yes / No	
<b>GRADE:</b>		<b>JEM Reference No: 10146</b> <b>Enhanced DBS Required? Yes</b> <b>No</b>	
<b>JOB TITLE: Senior Youth &amp; Community Development Worker</b>			
<b>REPORTS TO: Principal Supervisor (Targeted)</b>			
<b>1.</b>	<b>PURPOSE OF JOB:</b> <ul style="list-style-type: none"> <li>To lead and support the development of quality personal and social development opportunities for young people via community engagement and capacity building.</li> <li>Supporting the development of Integrated Children's Services, and working closely with professionals from a range of support agencies to support young people in their communities and promoting the development of evidence based practice.</li> <li>To provide for prevention and early intervention in respect of vulnerable young people aged 8 – 18 within their communities.</li> </ul>		
<b>2.</b>	<b>MAIN RESPONSIBILITIES, TASKS &amp; DUTIES</b>		
	1.	Engage with young people (8 -18), to identify and address their needs which effect their personal and social development, career aspirations, education and employment.	
	2.	Collect and manage information to facilitate the process of meeting the needs of young people.	
	3.	Lead on innovative approaches with private sector partnerships in the delivery of provision for young people.	
	4.	Utilise and support education and training providers, employers and communities in meeting the needs of young people.	
	5	Plan and co-ordinate appropriate interventions though a network of voluntary, statutory and community agencies to remove barriers to the participation of young people whilst maintaining lead responsibility for referrals made (where appropriate).	
	6.	Gain commitment to opportunities by working with young people, parents, carers and families and communities to engage young people in positive activities, both formal and informal.	
	7.	To support Targeted Work, including interventions regarding actual or perceived obstacles and barriers affecting their successful move to adulthood. This may include advocating on behalf of young people, facilitation of group work or other one-to-	

		one interventions
	8.	To undertake networking with other agencies to create and develop local youth provision (Places to go and Things to do)
	9.	Respond to and instigate referrals to other agencies and take on a Lead Professional role (i.e. TAC) where directed
	10	To motivate, retain, develop and support community based volunteers.
	11.	To support managers within Children's Services in the delivery of operational objectives, plans and targets and to review and monitor these to improve team/directorate policy by operating effectively as a member of the Children's Services Directorate
	12.	To manage own time and deliver objectives and targets ensuring the development of professional practice and updating personal knowledge of local and national initiatives. This can include autonomous working as a requirement of the delivery of services.
	13.	To ensure that all team members work to safeguard the well being of all children and young people.
<b>3.</b>	<b>MANAGEMENT OF PEOPLE</b>	
	1.	Directly line manage Youth and Community Development Workers in line with all County Council Policy and Procedures (8-12 direct lines)
	2.	Manage, support, motivate and develop individual members of staff and the team as a whole in order to enhance the level of service that can be provided to young people.
	3.	To formally review and evaluate performance of staff and operations, recommending actions needed to improve local service levels and implementing any agreed changes.
	4.	To allocate tasks to individual staff members through supervision, team meetings, email and phone.
	5.	Support colleagues undertaking NVQ 3 and 4 training as required.
<b>4.</b>	<b>CREATIVITY AND INNOVATION</b>	
	1.	Demonstrate a creative and reflective approach to the design and delivery of services.
	2.	Continuously demonstrate and develop better understanding of ethical issues in relation to working with young people. (e.g. Confidentiality, Child Protection and equal opportunities, etc.
	3.	Review and monitor outcomes to inform evidence based practice, quality questionnaires, feedback form Ofsted etc., and share relevant information with colleagues, to inform future good practice.
	4.	Influence and shape provision where appropriate with partners and other agencies to facilitate access to a full range of opportunities for young people.
	5.	Work with young people and parents to identify barriers to participation and develop process to support into positive outcomes.
	6	To conduct one to one or group activities with young people and develop small project work.
	7	To work with communities to develop community based and operated youth support provision
	8	To write reports, correspondence, minutes and marketing material

		as required. To deliver quality presentations using appropriate media, such as Power Point, OHTs, audio-visual, flip charts and handouts.
	9	To use ICT appropriately as a means of communication, research, document production and filing, and presentation.
	10	To undertake training and development activities on own behalf, as identified in reviews with line manager or by self and agreed with line manager.
<b>5.</b>	<b>CONTACTS AND RELATIONSHIPS</b>	
	1.	To liaise with partner agencies and providers of services to ensure a collaborative approach to enable an increase in the participation of young people.
	2.	Make and contribute to agencies assessments of individual young people's needs and abilities.
	3.	To contribute and add value to partnership agreements with Key Partners and Opportunity Providers
	4.	To contribute to local multi agency networking groups
	5.	To contribute to local and County strategic groups as appropriate
	6.	To attend and lead meetings as required
	7.	Provide sustained support to young people through regular contact, monitoring and review of progress and ensure young people and their parents/carers understand the bounds of confidentiality
<b>6.</b>	<b>DECISIONS</b>	
	<p><b>a) Discretion</b></p> <p>To work independently, applying judgement, using own initiative and making autonomous decisions should the situation require it, for example in case of emergency.</p> <p>Responsibility for:</p> <ul style="list-style-type: none"> <li>– Ensuring deadlines are met and defining processes</li> <li>– Post holder is required to raise awareness of policies, procedures and legislation</li> <li>– Post holder to promote service within own agency</li> <li>– Cost implications for Council at a locality level</li> <li>– Effective co-ordination of the service within policies and procedures</li> <li>– Impact on service users with regard to quality of life and service provision.</li> </ul>	
	<p><b>b) Consequences</b></p> <p>Young people receive inappropriate interventions, advice and support. This could result in Children's Services underachieving in meeting its aims and objectives and key performance indicators not being met</p>	
<b>7.</b>	<b>RESOURCES</b>	
	Accountable for the safekeeping, correct use and maintenance of the	

	resources used including mobile phones, manual data, and IT equipment including laptops (for which they have sole responsibility).
<b>8.</b>	<b>WORK ENVIRONMENT</b>
	<p>a) <b>Work Demands</b></p> <p>Regularly meet agreed and imposed deadlines for reports, information / data collection and performance management</p> <p>Work within an environment of interruptions and constantly changing and often conflicting priorities,</p> <p>Provide on call cover as required. In addition a requirement to work at evenings and weekends (including Bank Holidays)</p>
	<p>b) <b>Physical Demands:</b></p> <p>The postholder will be expected to undertake the following:</p> <ul style="list-style-type: none"> <li>▪ Frequent car journeys across a large geographical area</li> <li>▪ To carry files, ICT Equipment and other written material in accordance with the lifting and handling guidance</li> <li>▪ To frequently use a mobile phone in accordance with departmental guidance</li> </ul>
	<p>c) <b>Working Conditions</b></p> <p>A mixture from working from an office base, travelling around the county and lone working in young peoples' homes and other environments) where conditions cannot be controlled. Access to some sites with basic facilities. Undertaking risk assessment where appropriate in line with departmental guidance</p> <p>Evening and weekend working will be a requirement of the role.</p>
	<p>d) <b>Work Context</b></p> <p>Regularly dealing with emotional situations with clients.</p> <p>Working alongside young people there is a risk of verbal and physical abuse/violence from the young person and/or their families, health and safety issues may arise from working in an uncontrolled environment</p>
<b>9.</b>	<b>KNOWLEDGE AND SKILLS</b>
	<p>The postholder will be expected to have:</p> <p><b>Essential Qualification:</b></p> <ul style="list-style-type: none"> <li>• A professional qualification in youth work (JNC Recognised) or social work</li> <li>• Diploma/Qualification in Careers Guidance or Level 4 in Guidance, or hold</li> </ul> <p><b>Essential Experience/Knowledge/Skills</b></p> <ul style="list-style-type: none"> <li>• Two years post qualification experience</li> </ul>

	<ul style="list-style-type: none"> <li>• An ability to build and sustain relationships with young people</li> <li>• Experience of working with systems for referral, identification of need etc.</li> <li>• Knowledge/understanding of aims and objectives of one or more of the following areas: careers education and guidance, personal, social and health development, drugs education, citizenship, work related learning and relevant legislation and policy</li> <li>• Ability to analyse, interpret and identify development needs of young people and ability to devise a plan of action to meet these needs</li> <li>• Administrative skills</li> <li>• Ability to demonstrate a creative and reflective approach to the design and delivery of learning activities both in groups and one-to-one situations</li> <li>• Understanding of ethical issues surrounding work with young people (e.g. boundaries of confidentiality, child protection, equal opportunities.)</li> <li>• Ability to communicate at a high level orally and in the written form</li> <li>• Able to work as part of a team</li> <li>• Ability to establish and sustain working relationships with key staff in Children's Services, CFBT, schools, colleges, training providers, and agencies</li> <li>• Ability to engage with parents/carers, community members, community officials and the private / business sector</li> <li>• Organisational skills (completer/finisher)</li> <li>• Able to reflect on own practice and with a positive approach to own professional development</li> <li>• Committed to the provision of a service based on equality of opportunity, inclusion, partnership and co-operation</li> </ul>
<b>12.</b>	<b>GENERAL</b>
	<b>Job Evaluation</b> - This job description has been compiled to allow the job to be evaluated using the GLEA Job Evaluation scheme as adopted by the County Council.
	<b>Other Duties</b> - The duties and responsibilities in this job description are not exhaustive The postholder may be required to undertake other duties that may be required from time to time 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 postholder.
	<b>Equal Opportunities</b> - The postholder is required to carry out the duties in accordance with Council Equal Opportunities policies.
	<b>Health and Safety</b> - The postholder is required to carry out the duties in accordance with the Council Health and Safety policies and procedures.
	<b>Safeguarding</b> -. 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.

	Name:	Signature:	Date:
Job Description written by: [Manager]		.....	
Job Description agreed by: [Postholder]	.....	.....	.....
<p>Note: Qualifications and Experience headings are included in the Person Specification, see 'Using Competencies in Recruitment &amp; Selection' in the Employment Manual on George.</p> <p>Guidance on the completion of this JD can also be found on George or available from your Directorate HR Adviser.</p>			
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