

<b>POST TITLE</b>	<b>YOUTH AND CHILDREN'S WORKER</b>
<b>DIRECTORATE</b>	<b>EDUCATION AND CHILDREN'S SERVICES</b>
<b>SERVICE</b>	<b>LIFELONG LEARNING</b>
<b>RESPONSIBLE TO</b>	<b>DEVELOPMENT OFFICER/YOUTH WORK ORGANISER (WHERE APPROPRIATE)</b>
<b>NUMBER OF POST HOLDERS</b>	<b>100</b>
<b>ACTING UP/ SECONDMENT</b>	<b>N/A</b>

#### **PURPOSE OF JOB**

To work with children and young people aged five plus years (with a particular focus on 11 to 18 year olds) in a variety of settings - including street work, community centres, libraries and other venues including external provision - developing and implementing a quality programme which reflects Lifelong Learning service priorities.

#### **THE WHAT - MAJOR TASKS/JOB ACTIVITIES**

- Plan, develop and coordinate, as part of a staff team, youth and children's work programmes, projects and events. The post will be responsible for developing innovative methods of engaging young people in a wide range of activities/projects/issue-based work.
- Assist in providing a safe, secure and stimulating environment for children and young people.
- Identify local youth and children's issues and communicate these to the Development Officer/Youth and Children's Work Organiser.
- Liaise and maintain relationships with schools, partner organisations and stakeholders.
- Contribute to monitoring and evaluation of youth and children's work provision.
- Maintain a heightened awareness of young people's needs throughout each session and consider involvement tactics to ensure all participants can engage
- Listen to and progress specific issues or concerns that might be raised as a result of the engagement session
- Work with young people to agree session planning and agree any spend or funds required to ensure the programme can be successful and meet the key aims identified
- Develop an understanding of youth accreditation schemes and other similar opportunities available for young people.
- Undertake induction and other training as part of Continued Professional Development or as deemed necessary by the Council.

#### **THE HOW - KNOWLEDGE AND SKILLS (E.G. CREATIVITY & INNOVATION, CONTACTS & RELATIONSHIPS, DECISION MAKING)**

- Being flexible, adaptable and solution-focussed is essential
- The post requires creativity, innovation and flexibility in planning and coordinating youth and children's work activities.
- The post holder will be expected to work independently and as part of a team
- Exercise initiative in managing and prioritising workload, meeting deadlines and contributing to the overall development of youth and children's work.
- The post holder must have successfully completed a recognised youth work qualification at SCQF Level 6 or equivalent. In addition, they must be able to evidence competencies in a youth and children's work

setting, have knowledge and understanding of the current issues facing children and young people (including a basic understanding of CEC youth and children's work policies and strategies), and the ability to direct the work of support staff such as volunteers.

- Contact with young people will form the majority of the postholder's work while contributing to the delivery of youth work programmes and activities. In addition, contact can be expected with parents and carers, partner agencies and their representatives (including other youth work agencies), schools and other statutory partners.

#### **ENVIRONMENT (WORK DEMANDS, PHYSICAL DEMANDS, WORKING CONDITIONS, WORK CONTEXT)**

- Youth and children's work involve physical effort and can also take place outside in the form of, for example, outdoor learning, walks, visits to play parks and football pitches, scavenger hunts. Street work or outreach work is also used to engage with young people in their own territory. This work is mostly seasonal and can help target or extend services to young people. The youth and children's work role mainly involves contact with children and young people, with challenging behaviour possible on occasion.

#### **SUPERVISION AND MANAGEMENT OF PEOPLE (NUMBERS AND TYPE OF STAFF)**

- Whilst the Youth and Children's Worker role does not have direct line management responsibility for staff, there may be a requirement to supervise volunteers and trainees.

#### **RESOURCES**

- The post holder has a shared responsibility for providing suitable resources and information during all sessions. Resources include arts & crafts materials, paper, books, DVDs, sports equipment, games equipment, leaflets, cash handling (small amounts, i.e. under £30 per week), budget monitoring.

#### **HEALTH AND SAFETY**

Protecting the health and safety and welfare of our employees, and our third parties including members of the public, contractors, service users and pupils, is the starting point for a forward-thinking Council.

All employees are responsible for:

- Taking care of their own health and safety and welfare, and that of others who may be affected by their actions or omissions;
- Co-operating with management and following instructions, safe systems and procedures;
- Reporting any hazards, damage or defects immediately to their line manager; and
- Reporting any personal injury and work-related ill health, and accident or incident (including 'near misses') immediately to their line manager, and assist with any subsequent investigation, including co-operating fully with the provision of witness statements and any other evidence that may be required.

Line managers have additional responsibilities for ensuring all health and safety risks under their management are identified, assessed and controlled, with specialist input from H&S Advisers and others including Occupational Health where required. Where the risks cannot be adequately controlled the activity should not proceed.

Additional information can be found in the Council Health and Safety Policy.