

Job Description

Management Grouping:	Children's Services
Team:	Targeted Youth Service
Post Title:	Youth Development Worker
Reporting to:	Youth Development Coordinator

Main purpose of the job:

To develop and provide qualitative opportunities for the social education and personal development of young people. This is to be achieved through the delivery of a curriculum of informal, social, cultural, diversionary, and recreational activities based on young people's needs, local and regional priorities linked to the national standards. Ensuring that young have access to two hours per week of constructive activities in line with the *Youth Offer* under the Section 507B of the Education Act 1996 (March 2008)

Principal accountabilities

Implementation

- To support the work of the Integrated Youth Service by identifying the needs of young people and develop youth provision to meet those needs.
- To undertake detailed planning and evaluation of work and provide reports to enable effective management and development of the service.
- To oversee management issues arising from the delivery of Centre based youth work.
- To ensure the development of best practice in youth work within agreed budgets and timescales and to ensure that appropriate standards are achieved and maintained in line with the Youth Service curriculum.
- To ensure the development of best practice in youth work by engaging in and working alongside colleagues in face to face delivery. An understanding and knowledge of young people's learning and development needs including those who have been identified as Neet's.
- To present timely and relevant information and advice to the management team in order that appropriate service developments can be identified.
- To lead and support and manage staff to ensure a successful programme of youth work to agreed service targets.

Organising, Control and Development

- To keep under review and propose developments to procedures and working methods of the service in order to improve efficiency and service delivery.Staff Management and Development
- To support senior management in the recruitment, management, training and development of staff to ensure that the current and future needs of the service are met.

Knowledge, competence and skills

- To be fully conversant with the relevant statutory provisions of the Council's constitution and policies so that appropriate advice and support may be given.
- To participate in training, supervision sessions and staff meetings as required in order to develop the full range of skills and knowledge to satisfy the requirements of the post.

- To deliver high quality face to face youth work and to deal promptly with matters requiring the postholder's attention in order to ensure the development of the service to agreed service standards.
- To work with local agencies and organisations involved in Bexley's Integrated Youth Strategy to help prevent negative outcomes for children and young people.

All staff working in the department have a responsibility for promoting and supporting the Council's policies and procedures for safeguarding. You should ensure that you carry out your duties and work at all times in a way that ensures the safeguarding and welfare of service users.

Person Specification

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Selection Criteria	Essential/ Desirable (E/D)	Method of Assessment (A/I/T)*
(a) <u>Education and Formal Training</u> A National qualification in Youth Work, teaching, social work, health, youth justice or other relevant field.	E	A
(b) <u>Experience and Knowledge</u> Current experience of working with young people, particularly those aged 13+. Experience of development and delivery of based work. Experience of managing and supervising staff To have knowledge of current thinking and practice in Youth work within the National framework affecting delivery and services to young people	E E E E	A/I A/I A/I A/I
(c) <u>Skills and Abilities</u> Must be able to work flexibility including working regularly evenings and occasionally at weekends <u>English Language Requirements for Public Sector Workers:</u> • Ability to speak with confidence and accuracy, using accurate sentence structures and vocabulary. • Ability to choose the right kind of vocabulary for the situation in hand without a great deal of hesitation. • Ability to listen to customers and understand their needs. • Ability to tailor your approach to each conversation appropriate to the customer, responding clearly even in complex situations.	E E	A/I A/I

*Selection Method key:

I = Interview

A = Application Form

AT = Ability Test

Applicants will be assessed against these criteria and high performance indicators throughout the recruitment process.

High Performance Indicators

Values	Behaviours for staff	Behaviours for managers
Innovation	I respond flexibly and adapt to changing demands I am prepared to take managed risks to achieve better outcomes I ask 'What if...?' to develop fresh thinking and innovative approaches to generate and implement solutions to improve performance and challenge the status quo	I routinely look for innovative and cost-effective ways to improve performance and customer service I champion change and deal successfully with ambiguity, enabling people to see positive and exciting possibilities for the future I take calculated risks based on available evidence and my professional judgement to learn and try new things
Leadership	I demonstrate a clear sense of purpose and direction, in line with organisational objectives I am willing to take difficult decisions My personal actions promote a positive image of Bexley	I take responsibility for my service and for making things happen to make a difference to my service users I create an environment where staff can thrive and show I value and trust staff, give praise and recognise good work I inspire, lead and encourage staff to move forward
Collaboration	I show respect for others and value contributions from internal and external partners and customers I recognise the right solution, regardless of who initiated it I seek out and work with partners who can help me achieve the outcomes and objectives I need to deliver	I encourage the feeling that the team is a collective unit with shared goals I engage with service partners and other areas of the Bexley organisation to understand the demands on others and seek solutions as One Council I network internally and externally
Listening and Responding	I acknowledge other people's viewpoints and work with them to find a win-win solution I prepare and present information anticipating questions and problems I adapt my style to the audience and their needs, using the most appropriate communication channels	I seek regular service user feedback and review customer data to shape service improvements I ask staff for ideas on how to improve our service and how I can improve as a manager, listen to them and act on them I empower staff to make decisions and changes to improve value for money, customer service and productivity
Open and Accessible	I see issues from the customer / user perspective I monitor customer feedback and level of satisfaction with the service they receive, and use this to improve and pre-empt customer needs I seek to build and maintain positive relationships with customers and partners	I am accessible to my service users, customers, staff and Members I communicate and share a clear vision for the bigger picture as well as specific service areas I outline what is expected of individuals and their contribution to the whole, and am consistent in my expectations

Impact	I prioritise my activities and resources to focus on those which have the most impact for residents I take responsibility for making things happen and achieving my objectives I make decisions and clear recommendations based on my professional opinion, experience, and informed by a range of information and evidence	I design services that provide value for money and deliver our outcomes, informed by evidence I produce, prioritise and adapt plans to meet changing requirements I set interim goals to achieve notable wins on the way to larger objectives I deal with poor performance
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