Job Description

Management Grouping:	**Education**
Team:	**Target Youth Services**
Post Title:	**Assistant Youth Support Worker**
Reporting to:	**F/T Youth Worker**

Main purpose of the job:

To work with young people to facilitate their personal, social, and educational development to support young people during their period of transition from dependence to independence by enabling them to gain a voice, influence, and place in society.

Major Duties and Responsibilities:

- To deliver high quality youth work programmes with young people in Bexley Target Youth service.
- To support the work of the service by identifying the needs of young people and develop youth provision to meet those needs.
- Ensure that a high-quality curriculum – including residential, Unit plans are fully incorporated into the programme of work within all projects.
- To undertake detailed planning and evaluation of work and provide reports to enable effective management and development of the service. Including the support and development of services within Target Youth Services.
- To ensure the development of best practice in youth work by engaging in and working alongside colleagues in face-to-face delivery,
- To present timely and relevant information and advice to the F/T worker in order that appropriate service developments can be identified.
- To be responsible for the client group, safeguarding their welfare, within health and safety requirements, during youth work sessions. Work to promote and maintain a safe and supportive working environment.
- To be responsible for the equipment, materials
- To participate in training and 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.
- Delivery of youth clubs, activities and projects as directed.
- Delivery of a comprehensive face to face curriculum programme of work to young people within groupwork and 1:1 setting.
- Effective planning and evaluation of programmes of delivery.
- Support the Senior Youth Work Coordinator with delivery as directed.
- Delivery of recorded and accredited outcomes for young people where possible.
- Any other duties as may reasonably be requested from time to time, by Youth Service Management.

There is an expectation that 85% of working time will be spent in face-to-face youth work.

There is an expectation that the post holder will be available for work evenings and weekends as required.

Person Specification

Management Grouping: **Education**

Team: **Target Youth Services**

Post Title: **Assistant Youth Support Worker**

Selection Criteria	Essential/ Desirable (E/D)	Method of Assessment (A/I/T)*
(a) **Education and Formal Training**		
• Relevant professional qualification at minimum of level 3 youth work or equivalent.	**E**	**A**
• JNC recognised qualification.	**D**	**A**
(b) **Experience and Knowledge**		
• Experience of youth work in a youth work setting and the ability to work effectively with individuals and groups of young people.	**D**	**A, I**
• Understanding and experience of working collaboratively with other agencies to develop action plans both at an area and child focussed level.	**E**	**A, I**
• Understanding of anti-discriminatory practice, a non-judgmental attitude, and tenacious in seeking to develop relationships with young people.	**E**	**A, I**
(c) **Skills and Abilities**		
• Ability to take a proactive approach to developing new responses to the changing and emerging needs of young people.	**E**	**A, I**
• Ability to communicate clearly and effectively in a variety of contexts both orally and in writing.	**E**	**A, I**
• Ability to build trusting and respectful relationships.	**E**	**A, I**
• Willing to work proactively as part of a wider locality team and share information and knowledge relating to your area of expertise.	**E**	**A, I**
• An ability to build a good working knowledge of policy, legislation, and evidence-based practice in the field of work relevant to adolescence and contextual safeguarding.	**E**	**A, I**
• Ability to manage accurate and strengths-based records related to Targeted Youth Work in individual, peer group and wider community contexts. Analysis of the risks that young people may be facing and development of family plans to reduce the risks.	**E**	**A, I**

• Willing to work as part of the 'one team' approach and in harmony with Bexley Council's core behaviours of responsibility, respect, recognition and collaboration. • 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** **E** **E** **E**	**A, I** **A, I** **A, I** **A, I**
(d) **Other Requirements** • Enhanced DBS	**E**	**DBS**

***Selection Method key:**

I = Interview **A = Application Form** **AT = Ability Test**

PQ = Personality Questionnaire **P = Presentation** **PE = Practical Exercise**

DBS = Disclosure & Barring Service

Applicants will be assessed against these criteria and the following 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	I seek regular service user feedback and review customer data to shape service improvements I ask staff for ideas on how to

	anticipating questions and problems I adapt my style to the audience and their needs, using the most appropriate communication channels	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