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| JOB ROLE PROFILE AND PERSON SPECIFICATION |

Post Title and Number: Youth Support Worker

Present Grade: JNC –Support Level 2 to 10 Dept: People

Service/Section/Team: Children and Family Services / Youth Development Services

Reports to (title): Senior Youth Development Worker

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| Purpose of the Role: |

We want to create a lifetime of opportunity for every young person in Enfield, and an essential part of this work is to inspire and empower children and young people in the borough. This role will help us to deliver on our ambition of positively engaging children and young people. Our commitment to engaging and empowering children and young people is reflected within both the Council Plan and Empowering Young Enfield 2021- 2025 strategy.

Youth Development Service’s targeted Youth Support focuses on providing early help to young people aged 11-19(up to 24) for SEND or care leaver) within the context of whole family support. We work closely with a range of partners to support young people to successful pathways and divert them from gangs, crime and anti-social behaviour, serious youth violence and support them in achieving positive outcomes in relation to health and emotional well-being, relationships, and engagement in education, employment and training.

We do this by providing specific and tailored support to meet the needs of young people through assessments, delivery of youth interventions, packages of 1-1 support, detached and group-work sessions and work in local schools.

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| Dimensions including Structure Chart: |

1. No annual budgetary responsibility:
2. Structure Chart:

Contextual Safeguarding Hub

**Head of Youth Services and Youth Development**

P3 Senior Youth Worker (Currently covering Inspiring Young Enfield Project Manager)

P3 Senior Youth Worker

P3 Detached and Outreach Lead

Inspiring Young Enfield Project Manager

Sup 3 Assistant Youth Support Worker

A3 Assistant Youth Support Worker

**3 x 18hrs Contextual Safeguarding Youth Support Worker**

JNC P2 Mentoring Coordinator

Youth Participation Officer

Sup2 Assistant Youth Support Worker

Casual Workers



4 x Sup2 Assistant Youth Support Worker

5 Sup 2 Casual Worker

MyEnds Project Coordinator

Sup2 Assistant Youth Support Worker

5 x JNC P1 Mentors

1. Number of direct reports:

Supervisory responsibility of Junior casual youth workers and volunteers would also be expected to assist with the induction and on the job training of colleagues.

1. Nature of reporting relationship between post holder and line manager: The post holder will be lined managed by Senior Youth Worker.
2. Any other relevant statistics

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| Key Accountabilities: |

The role will:

* To work as part of the YDS operational delivery to assist in the planning, delivery, and evaluation of a diverse range of high-quality positive activities, participatory opportunities, accredited learning programmes, courses and mentoring interventions, with a particular focus on vulnerable groups and those living in areas of disadvantage.
  + - * To deliver high quality individual and group work intervention programmes that challenge and change behaviour of young people aged 11 to 19 (24) who may display angry, difficult, challenging and aggressive behaviour, both in their homes, the community and in institutions such as schools.
      * To Identifying the needs of children and young people; assisting the delivery of sessions and helping the evaluation of curriculum programmes, this may also include directing staff, casual workers, commissioned providers and volunteer and working with colleagues and with children, young people and others to evaluate the learning, achievement and progression.
* Support young people to gain relevant skills to assess the quality of young people’s services across the borough.
* Enable young people to gain recognised skills and knowledge through their involvement in council led participation opportunities.
* To work together with young people to tackle inequality and make sure all opportunities for young people are inclusive

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| **Accountabilities** | **Anticipated level of time H = High, M = Medium, L = low** |
| 1. To direct all efforts to the YDS core aim of preventing negative outcomes for children and young people through the delivery of a high-quality support services and interventions to young people aged 11 to 19 (24 for SEND young people). | H |
| 1. Under the guidance of the Senior Youth Worker Identifying the needs of children and young people; assist in the delivery of sessions and helping the evaluation of curriculum programmes, this may also include directing staff, casual workers, commissioned providers and volunteer and working with colleagues and with children, young people and others to evaluate the learning, achievement and progression | H |
| 1. Where necessary Undertake outreach work in a variety of settings in order that vulnerable groups of children and young people can be effectively engaged in opportunities including - educational establishments, residential homes, and out in the community. This will include recruiting and supporting children and young people to take part in the Enfield Youth Offer | H |
| 1. Build effective and meaningful relationships with young people through regular contact, mutual trust, respect and understanding and inclusivity; to identify and respond to the needs and agendas of individuals and groups of young people by developing appropriate strategies for action which are both educational and fun. | H |
| 1. Ensure that health and safety policies and procedures are carried out consistently to high standard. This includes but is not limited to- risk assessments, accident reporting, behaviour management policy, educational visits, lone working and outreach work | H |
| 1. Undertake evening and weekend work in accordance with service requirements. | H |
| 1. Ensure that equality and diversity and anti-discriminatory practice is integral within the youth work with young people. | M |
| 1. Ensure that all safeguarding concerns are timely raised and reports in line with local safeguarding policy and procedures. | M |
| 1. Attend training, supervision, team and service meetings and other development opportunities as and when required. | L |
| 1. Record and evaluate the work as per local processes and as directed. | L |

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| Key Relationships (Internal and External): |

Internal:

* Youth Offending Service
* Children and Family Service
* Secondary Behaviour Support Service
* Senior Management
* Council Services

External

* Children and young people and their families
* Schools, PRUs/Colleges
* Police
* Health
* Local community
* Third sector organisations and commissioned services delivering youth work support

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| Equality and Diversity: |

The Council has a strong commitment to achieving equality in its service to the community and the employment of people and expects all employees to understand, comply with and promote its policies in their own work.

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| Health and Safety: |

The post holder shall ensure that the duties of the post are undertaken with due regard to the Council’s Health and Safety Policy and to their personal responsibilities under the provisions of the Health and Safety at work Act 1974 and all other relevant subordinate legislation.

For a more detailed definition of these responsibilities, refer to the current versions of the Corporate Health& Safety Policy, Group Safety Policy and employee information leaflet entitled "Health & Safety Policy; Guidance on Staff Health & Safety Responsibilities".

#### Corporate Health and Safety Responsibilities

All employees have personal responsibilities to take reasonable care for the health and safety of themselves and others. This means:

1. Understanding the hazards in the work they undertake.

2. Following safety rules and procedures.

3. Using work equipment, personal protective equipment, substances, and safety devices correctly; and

4. Working in accordance with the training provided and only undertaking tasks where appropriate training has been received.

Employees shall co-operate with the Council by allowing it to comply with its duties towards them. This requires employees to:

* take part in safety training and risk assessments and suggest ways of reducing risks; and
* take part in emergency evacuation exercises.

Employees shall report all accidents, ‘near miss’s incidents and work-related ill health conditions to their manager/supervisor/team leader.

Employees shall read the Corporate Health & Safety – Organisation Part B Policy to ascertain and understand their responsibilities as an employee, line manager, Assistant Director or Director of the Council.

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| Information Security: |

In order to protect the confidentiality, integrity and availability of Council information, including information provided by customers, partner organisations, and other third parties, where applicable, employees will comply with the Council’s Information Security Policy.

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| Statement of Commitment to Safeguarding of Children and Vulnerable Adults through safer employment practice: |

Enfield Council is committed to safeguarding and promoting the welfare of children and vulnerable adults. Safe recruitment of staff is central to this commitment, and the Council will ensure that its recruitment policies and practices are robust, and that selection procedures prevent unsuitable people from gaining access to children, young people and vulnerable adults. All staff employed to work with or on behalf of children and young people in the Council must be competent.

All staff working with Children & Vulnerable Adults should be aware of and share the commitment to safeguarding and promoting the welfare of children, young people and vulnerable adults when applying for posts at Enfield Council.

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| PERSON SPECIFICATION |

**Job Title: Assistant Youth Support Worker Grade: SUP2 7 to 10**

**Department:** **People** **Team: Youth Development Services**

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| **KNOWLEDGE, SKILLS & ABILITIES** | **HOW TESTED**  Application – A  Test – T  Interview – I |
| **Job Specifics – Skills, Experience, Knowledge, Behaviours**  **Essential:**   1. As a regular and intrinsic part of this role requires you to speak to members of the public in English, the ability to converse at ease with customers and provide advice in accurate spoken English is essential and consistent with the requirements of this role. This role also requires you to be polite and courteous when conversing with the public. 2. Demonstrable knowledge and experience of working paid or as a volunteer with children and young people to deliver positive fun activities, have experience of individual and group work interventions, have knowledge of practice and theory related to early intervention and prevention, personalised learning, child centred interventions, and children’s participation. Particularly the aptitude and / or knowledge and experience to support curriculum planning and evaluation evaluating learning /achievement / progress, and the contribution of the work to improving overall outcomes for children and young people. 3. Ability to develop positive relationship of trust with young people who may have additional needs and considered at risk of harm 4. Experience of delivering one to one and group work interventions, information, advice and guidance for young people in a range of settings in response to their needs 5. Demonstrable strong interpersonal communication skills such as active listening, empathy, ability to constructively challenge and resolve conflict, solution focused skills, facilitation skills and clear writing skills. 6. Ability to work effectively with other professionals in a respectful and collaborative manner. 7. Available to work evenings, weekends, and holiday periods   **Desirable:**   1. Youth work skills and experience or transferable in youth work skills and willingness to learn and develop youth work skills | **A/I** |
| **Behaviours**  Appropriate behaviours are key to the delivery of our vision for Enfield.  We want staff who will work collaboratively, flexibly and constructively, and exhibit this ethos in all their dealings with residents, colleagues and partners. Our leaders will be exemplars of the following behaviours and encourage them in staff at all levels.  **Takes Responsibility**  We want staff who are willing to make decisions and be accountable for them. Staff should have a positive can-do attitude where they see problems as challenges which can be overcome. They should accept responsibility for service delivery, be clear about their service offer and deliver what they promise.  **Is Open, Honest and Respectful**  We want staff who are comfortable and confident to acknowledge the difficulties and the barriers they face. They should also be able to constructively challenge the way things are done where there is evidence that it impedes service delivery. Challenge should be conducted in a professional, courteous manner with the aim of reaching a mutually agreeable resolution.  **Actively Listening and Learning**  We want staff who are prepared to actively listen and reflect on customer concerns with a view to understanding the customer’s point of view. Staff should be able to receive constructive criticism and be prepared to adapt the way they operate and deliver services where appropriate.  **Working Together to find solutions**  We want staff who can work collaboratively with other departments and partners, freely sharing their knowledge and skills to identify solutions to address customer concerns.  **Candidates: Please ensure you address these behaviours in your responses to the essential and desirable (if applicable) criteria above.** | **A/I** |
| **Qualifications & Professional registration criteria**  **Candidates: Please ensure you address these qualifications in your responses to the essential criteria, you will be expected to meet these requirements of the role and they will be explored with you at interview.**   1. A qualification in Youth Work or equivalent to NVQ Level 3 or other relevant professional qualification | **A&I** |
| **Special requirements**  **Candidates: Please note you will be expected to meet these requirements of the role and they will be explored with you at interview.**  1. The post holder must be flexible and available to work during school hours, evenings, weekends and holiday periods  2. The post holder will be required to travel in the community to fulfil their duties, a valid driving licencewill be advantageous for this role | **A&I** |