



Role Profile

SUPPORT WORKER (ACTIVITY AGREEMENTS)

Reference No.	A4540	Type	Individual
Service	Communities & Neighbourhoods		
Job Family	Para Professional 2	Grade	FC 5

Purpose

The purpose of the Support Worker (Activity Agreements) role is to

- Work positively with young people aged 16 – 18 years in a structured learning environment.
- Develop and deliver learning opportunities and programmes appropriate to the learner’s needs and abilities.
- Engage young people in learning to help support them towards, and into, work.
- Provide support and guidance to enable young people to achieve their learning goals.

Contribute towards the learning and development of young people through the identification of appropriate progression routes and intended destinations.

Task or Responsibility - For this role, there is an expectation that all, or a combination, of the following will be undertaken:

Engage with young people referred from 16+ Learning Choices Key Workers, local secondary schools, residential care, young offender institutions and SDS, who are not in education, employment or training to positively challenge their established behaviour and lifestyle patterns in relation to a learning context.

Person Specification: Skills, Knowledge, Qualifications or Experience - Criteria can apply to more than one task or responsibility

PDA Youth Work, SVQ Level II or equivalent

E **D**

✓

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Working with the Community Education Worker the post holder will plan, organise and evaluate the Activity Agreement programme to ensure the learning needs of young people continue to be met. This will include both structured and informal learning activities such as nationally recognised personal development programmes, literacy and numeracy provisions, youth achievement awards, team work, research and presentation skills.	Child Protection Certificates Level 1 or 2 5 years' experience in a youth work setting, paid or voluntary – (Deliver Results – See 'How We Work Matters' Framework) Experience of working with young people who display challenging/confrontational behaviours	✓ 	✓ ✓
Supporting individual young people to address their learning needs. This will include completion of nationally recognised personal evaluation materials and supporting the Community Education Worker, and partner agencies, in the delivery of learning activities and projects of a personal development and employability nature.	Experience of developing learning and education programmes with young people Awareness of young people's issues and development needs (Focus on Customers)	✓ ✓	
Negotiating with young people a learning programme based on their expressed needs and skills development requirements.	Experience of delivering learning and education programmes to young people	✓	
Assisting young people to access appropriate and relevant information that is easily accessible and young person friendly. Information sources will include the internet, information leaflets, magazines and visits to and from other agencies.	Group facilitation skills IT Literate (Embracing Technology and Information)	✓	✓
Engaging young people in activities by actively listening and encouraging questions, checking for understanding and challenging in a positive way, any unrealistic views or those based on unfounded information.	Experience of working in partnership with staff from other public and voluntary sector agencies (Work Together)	✓	
Support Workers (Activity Agreements) will be required to lead a youth work team to plan and implement structured Activity Agreement learning programmes and activities. They are also expected, as experienced practitioners, to undertake work with young people in more complex and challenging settings.	Must be prepared to undertake specialist youth worker, and 16+ Learning Choices, training programmes Good standard of literacy and numeracy skills	✓ ✓	
The Support Worker (Activity Agreements) will be expected to ensure the safety and security of young people, youth work staff/volunteers and the venue being used. This will include the completion of all attendance, reporting and recording sheets, the use of the Council's EVOLVE system for education excursions, financial related activity, and the opening/locking of the venue at the start and end of the session.	Requirement to complete core training within 1 year of appointment First Aid	✓	✓

E = Essential Criteria D = Desirable Criteria

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	Commitment to ongoing professional development including SVQ and PDA programmes		✓
Support Workers working within an Activity Agreement programme will support young people on an individual and group basis to: <ul style="list-style-type: none"> • realise their potential and to overcome the many challenges and barriers that young people face in life, • build their self-esteem and self-confidence, • consider risk, make reasoned choices and take control • develop a 'world view' which widens horizons and invites social commitment • build the capacity of young people through the acquisition of knowledge and the development of skills. • maximise the opportunities for young people to progress into a work/college or training environment 	Must be able to motivate young people and encourage participation Ability to act as a positive role model to young people Good communication skills Ability to develop positive relationships with young people Also be able to relate to local community Able to handle challenging/confrontational situations confidently (Take Ownership)	✓ ✓ ✓ ✓ ✓	
Support Workers (Activity Agreements) will also be required to work in partnership with staff from other agencies and these may include Teachers, Police, Health, Colleges, SDS staff, training providers, Job Centre Plus, Benefits Agency and voluntary sector youth work providers.	Knowledge of games, sports, arts & crafts, cooking and personal development activities Experience of working with young people who display challenging/confrontational behaviours Experience of working with young people from minority community groups Experience of working with young people on issues of sexual and mental health Good standard of administration skills		✓ ✓ ✓ ✓ ✓
It is a requirement of this post that you attend meetings and briefings as advised by your Community Education Worker or a member of your Service management team.		✓	

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<p>Fife Council's Community Learning & Development section have developed an annual training calendar for staff working with young people that covers induction, core and specialist training opportunities. Additional staff training sessions and staff briefings for those working within Activity Agreements will be arranged by the 16+ Development Team.</p> <p>A small number of CLD Youth Work venues are in receipt of the LGBT Youth Scotland Charter Mark. This scheme will require staff operating from these venues to follow good practice and undertake training on LGBT issues and engagement of young people who identify as LGBT.</p>		✓	
		✓	
Undertaking all other duties as required for the role. Duties will be in line with the grade.			

Additional tasks or responsibilities – this is a generic role, however this particular job may also require you to undertake the following:			
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Job Title (Specialists Tasks)			

Type of Protection of Vulnerable Groups Scheme (PVG Scheme) or Disclosure Check required
Before confirming appointment: You will be required to obtain PVG scheme membership or a Disclosure check.

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Additional Information – the following information is available:

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Expected Behaviours – It is essential that you display the following behaviours as they are expected of all our employees:

- Take Ownership
- Focus on Customers
- Work Together
- Embrace Technology & Information
- Deliver Results