

## YOUTH WORKER

Reference No.	G149.01	Type	Generic
Service	Communities and Neighbourhoods		
Job Family	Para Professional 1	Grade	FC3

### Purpose

To engage effectively with young people in their own communities and to contribute towards their learning and development by using a range of educational practices and approaches.

<b>Task or Responsibility</b> - For this role, there is an expectation that all, or a combination, of the following will be undertaken:	<b>Person Specification: Skills, Knowledge, Qualifications or Experience</b> - Criteria can apply to more than one task or responsibility	<b>E</b>	<b>D</b>
Working in a team to plan, organise and evaluate general activities such as arts and crafts sessions, sports events, team challenges, and more specific activities such as Youth Achievement Award projects and residential learning experiences.	<p>Good organisational skills</p> <p>Good time-keeper and reliable and prepared to work flexibly (Deliver results - See 'How We Work Matters' Framework)</p> <p>Experience of youth work and planning and developing learning and education programmes with young people</p> <p>SVQ2 or SVQ3 Youth Work / PDA Youth Work</p>	<p>✓</p> <p>✓</p>	<p>✓</p> <p>✓</p>
Engaging with young people by actively listening and encouraging questions, checking for understanding and challenging any unrealistic views to those based on unfounded information in a positive way.	Ability to engage positively with groups of young people (Focus on customers)	✓	

## Role Profile

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	Ability to motivate young people and encourage participation  Ability to handle challenging situations confidently	✓  ✓	✓  ✓
Promoting a positive health and wellbeing message which includes participation in physical activities and an awareness of mental and sexual health issues. Delivering health based discussion groups and activities as well as completion of health based project work and peer education programmes.	Awareness if young people’s issues and development needs  Good communication skills	✓  ✓	✓  ✓
Developing open, honest and trusting relationships to provide opportunities for growth and development in a supportive environment by providing planned and spontaneous informal learning opportunities and peer interaction such as thematic discussions, project work and team challenges.	Ability to act as a positive role model to young people  Ability to develop positive relationships with young people (Take ownership)	✓  ✓	✓  ✓
Assisting young people to access appropriate and relevant information from sources such as the internet, information leaflets, magazines and visits to and from other agencies.	IT literate (Embrace technology and information)	✓	✓
Encouraging young people to participate in group discussions and group activities that promote acceptance and understanding of others and equality of opportunities for all.	Positive attitude  Ability to motivate young people and encourage participation	✓  ✓	✓  ✓
Consulting with young people to ensure that their views, opinions and ideas are included in local community planning arrangements by using	Ability to relate to the local community	✓	✓

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questionnaires, discussions groups, online activities and the Fife Young People's Panel.			
Supporting and championing the rights of young people by raising awareness as part of project work or discussion groups of the UN Convention on the Rights of the Child (UNCRC) as part of youth work programmes being delivered.	Awareness of the UN Convention on the Rights of the Child		✓
Setting up and dismantling resources such as arts and crafts material, tables and chairs, games and sports equipment used during the sessions. Ensuring their safe storage and reporting any damage to Senior Youth Workers.	Ability to provide a regular and effective service  First Aid certificate  Awareness of child protection and health and safety requirements  Knowledge of games, sports or arts	✓	✓  ✓  ✓
Ensuring that registration, attendance records and evening recording sheets are completed and returned to the Community Education Office.			
Supporting young people to complete their youth award portfolio's and record their achievements on the Management and Performance Information system.			
Ensuring excursion guidelines are followed and all parental and participant consent forms are completed and returned within stated timelines.			

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Collating and submitting evaluation information and participant impact statements as required by the Service Quality Improvement Framework.	Evaluation and report writing skills		✓
Recording complaints and comments from young people, members of the public and external agencies.			
Handling cash, including collection, recording and banking of all fees.			
Working as part of the team supporting young people to apply for external funding and monitor expenditure for youth led projects	Ability to work on own initiative and as part of a team (Work together)	✓	
Liaising with external agencies such as Police, Health and voluntary groups to develop information sessions, visits and projects.	Willing to work with parents and volunteers	✓	
	Ability to work partnership and in a range of settings		✓
Updating to the Community Education Worker on issues, programme ideas and achievements of projects and individual members.			
Attending annual staff briefings and completing the core training programme.	Undertake and complete core training as a requirement of the post within 1 year of appointment	✓	
	Active commitment to the employee development process	✓	
Undertaking all other duties as required for the role. Duties will be in line with the grade.			

# Role Profile

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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Type of Protection of Vulnerable Groups Scheme (PVG Scheme) or Disclosure Check required				
Type of Protection of Vulnerable Groups (PVG) or other Disclosure check (choose only one).	PVG Children <input checked="" type="checkbox"/>	PVG Protected Adults <input type="checkbox"/>	PVG Both <input type="checkbox"/>	None <input type="checkbox"/>
	Basic Disclosure <input type="checkbox"/>	Standard Disclosure <input type="checkbox"/>	Enhanced Disclosure <input type="checkbox"/>	

Additional Information – the following information is available:
<ul style="list-style-type: none"> <li>• Skills Framework (if applicable)</li> <li>• <b>How</b> we work matters</li> </ul>

Expected Behaviours – It is essential that you display the following behaviours as they are expected of all our employees:
<ul style="list-style-type: none"> <li>• Take Ownership</li> <li>• Focus on Customers</li> <li>• Work Together</li> <li>• Embrace Technology &amp; Information</li> <li>• Deliver Results</li> </ul>