

SENIOR YOUTH WORKER

Reference No.	G150.01	Type	Generic
Service	Communities and Neighbourhoods		
Job Family	Para Professional	Grade	FC4

Purpose

To work positively with youth work teams in a community setting to engage effectively with young people in their own communities and to contribute towards the learning and development of young people and youth work colleagues using a range of educational practices and approaches.

Task or Responsibility - For this role, there is an expectation that all, or a combination, of the following will be undertaken:	Person Specification: Skills, Knowledge, Qualifications or Experience - Criteria can apply to more than one task or responsibility	E	D
Leading a small team of youth workers to plan, organise and evaluate general youth work activities such as arts and crafts sessions, sports events, team challenges, group discussions and project work and more specific activities such as Youth Achievement Award projects and residential learning experiences.	Significant experience in a youth worker setting Experience of developing learning and education programmes with young people (Deliver results – See 'How We work Matters' Framework) Good organisational skills Ability to plan a programme around their needs SVQ2 or 3 Youth Work / PDA Youth Work	✓ ✓ ✓ ✓	✓

Role Profile

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	Knowledge of games, sports or arts and crafts		✓
Engaging with identified groups of young people affected by social inclusion issues, challenging their behaviour patterns and supporting their learning needs. Completing personal evaluation materials and supporting the Community Education Worker in the delivery of learning activities and projects.	Group facilitation skills Ability to handle challenging situations confidently (Take ownership) Evaluation and report writing skills	✓ ✓ ✓	
Encouraging participation in positive activities and post school leaver destinations through the delivery of structures group learning programmes, supporting the Community Education Worker to deliver personal development programmes and projects around literacy and numeracy.	Ability to motivate young people and encourage participation (Customer focus) Good standard of literacy and numeracy skills	✓ ✓	✓
Ensuring that the youth work team creates an environment where young people are able to relax, meet friends, make new relationships, have fun and find support.	Ability to work on own initiative and as part of a team (Work together)	✓	
Engaging young people by actively listening and encouraging questions, checking for understanding and challenging in a positive way, any unrealistic views or those based on unfounded information.	Ability to develop positive relationships with young people	✓	
Encouraging young people to participate in group discussions and group activities that promote acceptance and understanding of others and equality of opportunity for all.			
Promoting a positive health and wellbeing message to young people that includes participation in physical activities and an awareness of	Ability to act as a positive role model to young people	✓	

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mental and sexual health issues, by encouraging delivery of health based discussion groups and group activities as well as completion of health based project work and peer education programmes.	First Aid certificate		✓
Developing open, honest and trusting relationships with young people and helping them to grow and develop in a supportive environment by delivering planned and spontaneous informal learning opportunities and peer interaction such as thematic discussions, project work and team challenges.	Ability to engage positively with groups of young people Awareness of young people's issues and development needs	✓ ✓	
Assisting young people to access appropriate and relevant information that is easily accessible and young person friendly (information sources include the internet, information leaflets, magazines and visits to and from other agencies).	IT Literate (Embrace technology and information)		✓
Overseeing the organisation and delivery of learning and educational youth activities in a safe, supportive and positive environment.	Complete core training with 1 year of appointment Prepared to undertake specialist youth worker training programmes Commitment to ongoing professional development including SVQ and PDA programmes	✓ ✓	✓
Ensuring that young people's achievements and successes are recognised and celebrated by arranging, in partnership with the Community Education Worker, regular 'celebration events'.			
Consulting with young people in a supportive manner to ensure that	Ability to related to local community	✓	

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their views/opinions and ideas are included local community planning arrangements, using questionnaires, discussion groups, online activities and the Fife Young People's Panel.			
Actively supporting and championing the rights of young people through 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		✓
Ensuring that registration, attendance records and the evening recording sheet are completed and returned to the Community Education Office following the youth work session.	Good time-keeper and reliable, and prepared to work flexibly	✓	
Supporting young people to complete their individual youth award portfolio's and record their achievements on the Management and Performance Information System.			
Ensuring that the appropriate excursion guidelines are adhered to and all necessary parental and participant consent forms are completed and returned.			
Collating and submitting the evaluation information and participant impact statements as a requirement of the Service Quality Improvement Framework.			
Undertaking cash handling duties including collection, recording and banking of admission, membership and excursion fees.			
Supporting young people to apply for external funding to support youth led projects and monitor, record and report on associated expenditure, in partnership with the Community Education Worker.			

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Liaising with outside agencies such as the police, Health and voluntary your work providers to develop appropriate information sessions, interagency visits and projects.	Ability to work in partnership in a range of settings	✓	
Maintaining regular communication with the Community Education Worker to update on issues, programme ideas and achievements of the youth project and individual members of the youth project.	Ability to provide a regular and effective service Ability to deliver training opportunities to peers	✓	✓
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"> • Skills Framework (if applicable) • How we work matters

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"> • Take Ownership • Focus on Customers • Work Together • Embrace Technology & Information • Deliver Results