
Job Description | Targeted Youth Worker

Job Title: Targeted Youth Worker

Salary & Grade: £26,312 (£15,787 pro rata) Grade 2.3

Normal Place of Work: Sessions and caseload are across South Glos – Emersons Green, Hanham, Kingswood, Cadbury Heath & Bitton

Hours of Work: 24 hours per week

Responsible to: Youth Work Manager

Responsible for: n/a

Job Purpose

You will be a member of our growing youth services in Team in South Gloucestershire, supported by Team Leader and Manager. You will support young people accessing open access, detached and small group provision in the area to ensure they reach their potential; overcome barriers they face and achieve the outcomes and goals they set themselves through providing positive activities, and trusted youth adult relationship. You will also hold a caseload of young people supporting on a 1:1 basis to engage in positive activities.

Key Responsibilities:

- Support delivery of open access and detached sessions across South Gloucestershire
- Deliver a range of positive activities to engage young people and achieve the outputs and outcomes as required by the funder
- Signpost and support young people to access relevant services
- Promote support for young people across the area through schools, community groups, outreach (including street outreach), social media encouraging young people to attend/take part in the offer available.
- Assist with delivery of Complimentary Education sessions within South Glos schools
- Assist with delivery of detached session out in the community.
- Liaise with team/ Manager to ensure delivery of services is meeting the needs of young people.
- Ensure young people's comments, voices and suggestions are at the heart of service delivery and respond to their needs.

- Ensure the delivery and internal administrative tasks are completed in a timely and accurate manner as required by CYN systems and funders requirements.

General Responsibilities:

1. Act as a representative of the organisation in all dealings with internal and external agencies and stakeholders.
2. Safeguard the welfare of children, young people and vulnerable adults, working within organisational safeguarding policies and local authority frameworks.
3. Ensure that all administration, records and files are stored and processed in line with the Data Protection Act 2018 and the General Data Protection Regulations 2018.
4. Provide a diverse and culturally sensitive approach in all dealings with Creative Youth Network and act within the organisation's Equality and Diversity policy and frameworks.
5. Promote equality and anti-discriminatory practices within all aspects of service delivery.
6. Promote a safe working environment in line with policies on Health and Safety, highlighting any significant deficiencies to the line manager.
7. Act in the interest of the organisation throughout all dealings with internal and external stakeholders.
8. Undertake any other duties as may be reasonably required.

This list of tasks is not exclusive and does not form part of any contract of employment. Duties may be varied from time to time, with the job description being subject to review or periodic amendments.

Last Updated: September 2024

TARGETED YOUTH WORKER - PERSON SPECIFICATION

Criteria <i>Essential</i>	Assessed by:			
	AP	IV	AS	QC
Experience of working with young people	✓			
Level 3 Youth Work (or the willingness to achieve Level 3) qualification in an area related to work with children and young people				✓
Able to provide young people with enjoyable, stimulating and challenging experiences	✓			
Able to provide young people with appropriate information, advice, support and challenge, and refer them to specialist help when required.		✓		
Able to establish and maintain positive relationships with young people, including agreeing limits for acceptable behaviour		✓		
Able to use a variety of approaches creatively – matched to young people’s different needs, abilities and interests		✓		
Good written and verbal communication	✓			
Experience of using a variety of information technology and the ability to maintain records on a database	✓			
Commitment to developing knowledge of the area in which they will be working	✓			
Commitment to equalities and anti-discriminatory working practice	✓			

Commitment to on-going professional development	✓			
Experience of liaising with other agencies and ability to engage and encourage colleagues across services and sectors to work together effectively		✓		
Experience of IAG delivery.		✓		
Prepared to work in a number of locations.	✓			
Prepared to work flexibly, including evenings, weekends and other unsocial hours (a minimum requirement will be 2 evenings a week)	✓			
<i>Desirable</i>	AP	IV	AS	QC
Lived experience of accessing youth services and/or facing challenges and barriers similar to the young people we support	✓			
Experience of working with equalities groups	✓			
Full UK driving licence	✓			

AP = Application Form
IV = Interview

AS = Assessment/Task/Presentation
QC = Qualification Certificate

TERMS AND CONDITIONS

- The role will be based in South Gloucestershire but may require travel to other sites
- This post is subject to a satisfactory enhanced Disclosure and Barring Service (DBS) check
- The post is subject to a 6-month probationary period.
- 25 days annual leave (pro rata) per year, plus 8 days bank holiday (Pro Rata).
- Flexibility will be required as the post-holder will be expected to work evenings or weekends
- You will have full access to CYN training and support