

# Job Description



<b>Job Title:</b> Sessional Youth Worker	<b>Division:</b> Youth Empowerment	
<b>Directorate:</b> Brighter Futures	<b>Post Number:</b>	<b>Evaluation Number:</b>
<b>Grade:</b> JNC Ranges 6 - 9	<b>Date last updated:</b> April 2022	

## **People at the heart of everything we do**

We are committed to putting people – Newham residents and Council staff – at the heart of all we do. Our approach is a collaborative joint enterprise between residents, the Mayor, Members, Council staff and the Corporate Management Team.

## **Equality and diversity**

We are committed to and champion equality and diversity in all aspects of employment with the London Borough of Newham. All employees are expected to understand and promote our Equality and Diversity policy in the course of their work.

## **Protecting our staff and services**

Adherence to health and safety requirements and proper risk management is required from all employees in so far as is relevant to their role. All employees are expected to understand and promote good health and safety practices and manage risks appropriately.

## **Corporate parent**

Every member of staff working for Newham Council should understand and fulfil our corporate parenting responsibilities for our looked after children that we have under the Children and Social Work Act 2017.

## **Overall Purpose of Job**

The London Borough of Newham is committed to expanding its youth services. It is our intention that children and young people within the borough will have access to the best Youth Service in London.

Working to a remit set by either a Senior Youth Worker or the Detached Senior Youth Worker, post holders will be responsible for delivering Newham's universal and targeted youth services, providing young people with practical support, mentoring, learning, information and guidance that equips

them with the skills and capabilities they will require as they transition into adulthood.

Specifically, the post holder will be responsible for:

1. To make available to all children, young people and families in Newham a first class Youth Empowerment Service that aims to fulfil young people's potential.
2. Supporting the Senior Youth Worker in the development, delivery and review of planning, performance, of Youth Empowerment Service projects.
3. To support the development and delivery of effective programmes of youth work intervention, within a range of contexts, as directed, subject to the skills and experience of the sessional youth worker, especially in relation to:
  - a) The delivery, in partnership with young people, of performing arts positive activity projects as a part of an ongoing youth work programme, for example drama, music and dance.
  - b) The delivery, in partnership with young people, of an outdoor education programme that engages and supports young people to achieve within the service's Duke of Edinburgh programme.
  - c) The delivery, in partnership with young people, of ICT and media programmes within an ongoing youth work programme.
  - d) The delivery, in partnership with young people, of cookery and/or arts and crafts positive activities within an ongoing youth work programme.
  - e) The delivery of appropriate information, advice, guidance and support within an ongoing youth work programme.
  - f) Proactive street-based work that signposts young people to positive activities and/or facilitates referrals to appropriate agencies that will address the specific needs presented by the individual young person and develop appropriate intervention responses.

## **Role Context**

1. **Accountable to: Senior Youth Worker**
2. **Accountable for: N/A**
  - 2.1. Volunteers supporting the delivery of the project, as and when designated by the Senior Youth Worker.
  - 2.2. The development and delivery of Youth Empowerment building based and, where appropriate, outreach youth work services, as agreed within

the relevant project/centre plans that have an impact on the overall performance of the council, the public and on individual young people.

### **Key Tasks and Accountabilities**

Key tasks and accountabilities are intended to be a guide to the range and level of work expected of the post holder. This is not an exhaustive list of all tasks that may fall to the postholder and employees will be expected to carry out such other reasonable duties which may be required from time to time.

### ***Service Users & Partners***

Responsible for:-

- Engagement with and building positive relations with young people and families to ensure that their requirements are at the heart of the design and delivery of the Youth Empowerment services in accordance with the Council's customer strategy.
- Engaging young people in positive activity that focuses on their personal and social development, within a variety of different contexts; to include street and centre based settings.
- Planning, delivery, evaluation of the identified youth work programmes.
- To work with young people for at least 80% of work time, including time spent with young people in the planning or evaluation of the programme.
- To support the Senior Youth Worker in the process of building and promoting successful partnership working across all sectors, maintaining appropriate relationships with the local community, young people and families, faith groups, community and voluntary organisations and other statutory bodies.
- Ensuring that the needs of young people are met by modelling behaviour which fosters equality of opportunity in service provision.
- Support the Senior Youth Worker to undertake satisfaction surveys and user evaluation and feedback on the effectiveness, perceived value and fitness for purpose of services delivered.
- Working to agreed targets in order to achieve the relevant service plan objectives.

### ***Vision, strategy and Performance***

Responsible for:-

- Working to agreed work plan to ensure the delivery of the agreed Service Plan objectives for own areas of responsibility.
- Adherence to all Youth Empowerment monitoring and quality assurance systems in the process of delivering to those service plan objectives.

- Providing supervision, leadership and direction to volunteers engaged in the project to achieve goals and reach their potential.
- Attending all training and staff development opportunities commensurate with the duties of the post.
- Demonstrating and supporting the vision for the service, in relation to the strategic objectives of the council.
- Ensuring that the Council performs its duties and functions in fulfilment of its statutory obligations.
- Sustaining and improving the overall reputation of the Council and acting in the best interests of Newham through effective representations locally.

### ***Finance, Resources and Risk***

Responsible for:-

- Effectively managing resources allocated by the Senior Youth Worker for the delivery of services to ensure best value.
- Ensuring relevant compliance with the financial regulations and standing orders of the Council.
- Supporting young people, where appropriate, in identifying sources of funding and supporting their involvement in funding bids related to addressing identified needs relevant to the area of work.
- Supporting the Senior Youth Worker to ensure that effective risk management arrangements are in place to minimise the Council's exposure to risk and uncertainty.

### **Effective Processes**

Responsible for: -

- Ensuring, within own team, that all Council policies, processes, practices and systems, including those covering service delivery, resource and relationship management, are operated/implemented in accordance with Council requirements.
- Contributing to the reviewing, evaluating and recommending of necessary action to amend service delivery, processes and practices.
- Complying with all Youth Empowerment data collection procedures.
- Contributing to project reports, and presentations as appropriate.

### **Organisation Learning, Growth and Sustainability**

Responsible for:-

- Supporting the Senior Youth Worker to promote community dialogue around the project agenda, including supporting them to organise and facilitate events or discussion forums in partnership with other faith, community, voluntary groups or statutory bodies
- In liaison with the Senior Youth Worker use internal/external relationships to get feedback on effectiveness of services delivered.
- Modelling the Council's values – providing purposive and positive leadership, acting with openness, honesty and integrity, and instilling a clear sense of direction, priority and pace. Leading people in an inclusive way to deliver strategic and operational objectives.
- To work to increase the numbers of young people participating in the project.

The post holder may be required to work evenings, weekends and occasional public holidays, in order to meet the needs of all service users and stakeholders.

To carry out any other duties which are commensurate with this post as may be required.

1. Post holders will report to either a Senior Youth Worker or to the Detached Senior Youth Worker.
2. The post holders have no budget management responsibilities.
3. The post holders will have no formal line management responsibilities but depending upon their grade and experience, they may be asked to oversee the work of students and volunteers who play an active role in delivering the Youth Empowerment offer.

### **Politically Restricted Post**

This post is politically restricted and as such the post holder must refrain from being a candidate for election, an election agent or sub agent, an officer of a political party, or sub-committee of such a party, or canvass, speak to the public at large, publish written or artistic work or display posters in support of a political party or sub group of such a party.

### **Working pattern**

Hours are offered on an 'as & when' basis to support the needs of the Service.

## Person Specification

<b>Job Title:</b> Sessional Youth Worker	<b>Service Area:</b> Brighter Futures
<b>Division/Section:</b> Youth Empowerment	<b>Job Number:</b>  <b>Job Evaluation Number:</b>
<b>Grade:</b> JNC points 2 to 8	<b>Date last updated:</b> February 2020  <b>Date of last Evaluation:</b>

### IMPORTANT INFORMATION FOR APPLICANTS

The criteria listed in this Person Specification are all essential to the job. Where the Method of Assessment is stated to be the Application Form, your application needs to demonstrate clearly and concisely how you meet each of the criteria, even if other methods of assessment are also shown. If you do not address these criteria fully, or if we do not consider that you meet them, you will not be shortlisted. Please give specific examples wherever possible.

CRITERIA	METHOD OF ASSESSMENT
<p><b>KNOWLEDGE:</b></p> <ul style="list-style-type: none"> <li>▪ Demonstrable knowledge of current principles and practice of youth work.</li> <li>▪ An understanding of the issues affecting young people and the nature of the services available to them.</li> <li>▪ An understanding of the factors which contribute to an individual becoming vulnerable to, one or other of the following, dependent upon the role being applied for: <ul style="list-style-type: none"> <li>○ Becoming disengaged</li> <li>○ Being excluded</li> <li>○ Involved or drawn to ASB</li> </ul> </li> </ul>	<p>Application Form/Interview/Test (as appropriate)</p>

<ul style="list-style-type: none"> <li>▪ Understanding of relevant Health and Safety, child protection procedures.</li> <li>▪ Knowledge of Equal opportunities and anti-discriminatory practice and the capability to apply it to work with young people and communities.</li> </ul>	
<p><b>QUALIFICATIONS:</b></p> <ul style="list-style-type: none"> <li>• Educated to NVQ Level 2/3 in Youth Work or equivalent.</li> <li>• Commitment to or evidence of continuous professional development willingness to undertake any training as may be required..</li> </ul>	<p>Application Form/Interview/Test (as appropriate)</p>
<p><b>EXPERIENCE:</b></p> <ul style="list-style-type: none"> <li>▪ Experience of engaging young people from a wide range of backgrounds, including hard to reach groups.</li> <li>▪ Ability to develop and deliver programmes of informal and accredited learning.</li> <li>▪ Evidence of working with partners, such as Faith, Community and Voluntary Groups and other services to deliver integrated services to young people.</li> </ul>	<p>Application Form/Interview/Test (as appropriate)</p>
<p><b>SKILLS AND ABILITIES:</b></p> <ul style="list-style-type: none"> <li>▪ Strong communication skills, verbal and written</li> <li>▪ Ability to assess young people’s needs and plan, monitor and evaluate programmes to meet those needs.</li> <li>▪ Ability to keep appropriate planning, delivery and evaluation records.</li> <li>▪ Basic management skills, including ability to prioritise workload effectively, undertake risk assessment and lead a small team.</li> <li>▪ Ability to work as a part of a team.</li> <li>▪ Ability to work a flexible schedule comprising mainly of weekday afternoons and evenings with some weekend work.</li> <li>▪ Ability to deliver within the identified area of specialist skills, for example: <ul style="list-style-type: none"> <li>○ Performing arts</li> <li>○ Outdoor Education</li> <li>○ Digital Media</li> <li>○ Cookery and Arts &amp; Crafts</li> <li>○ Information, Advice, Guidance and Support</li> <li>○ Working with hard to reach groups and/or Crime diversion</li> </ul> </li> </ul>	<p>Application Form/Interview/Test (as appropriate)</p>

<ul style="list-style-type: none"> <li>○ Street based work and engaging with hard to reach groups of young people.</li> <li>▪ Commitment to own continuing professional development</li> </ul>	
<p><b>PERSONAL STYLE AND BEHAVIOUR:</b></p> <ul style="list-style-type: none"> <li>• Demonstrates commitment to the public service and its partnership arrangements</li> <li>• Demonstrates sensitivity to the needs of young people and ideas of how best to meet those needs</li> <li>• Has a high degree of integrity</li> <li>• Demonstrates interpersonal and networking styles that reflect good practice</li> <li>• Ability to work under pressure.</li> <li>• Shows energy, creativity and determination to achieve agreed outcomes.</li> <li>• Shows sensitivity towards the needs of others.</li> </ul>	<p>Application Form/Interview/Test (as appropriate)</p>
<p><b>OTHER SPECIAL REQUIREMENTS:</b></p> <p>This post is subject to an enhanced DBS check</p> <p>This post is exempt from The Rehabilitation of Offenders Act (1974)</p>	<p>Satisfactory clearance at conditional offer stage</p> <p>Application Form</p>