

# Job Description



<b>Job Title:</b> Senior Youth Worker	<b>Division:</b> Youth Empowerment	
<b>Directorate:</b> Education, Inclusion and Achievement Children and Young People Service	<b>Post Number:</b> 35584, 39596, 35585 35586, 38155	<b>Evaluation Number:</b> 0001
<b>Grade:</b> JNC Ranges 25-30 Career Grade progression 31-32	<b>Date last updated:</b> October 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. The Senior Youth Worker posts will play a pivotal role in helping us achieve our goal.

Working to a remit set by the Youth Service Senior Manager, the post holders will be responsible for delivering and continually developing Newham's youth services, ensuring that activity at one or more of our Youth Zones and activity based in other locations within the post holder's allocated area of the borough equips young people with the skills and capabilities they will require as they transition into adulthood.

Specifically, the post holder will be responsible for:

1. Inputting in to the development of Newham's Youth Service Extended Learning Curriculum;
2. Developing innovative approaches to engaging young people in shaping and participating in the activities offered as part of the Youth Service Curriculum; ensuring that at least 20% of young people are involved in participatory activities
3. Day to day management of one or more of Newham's Youth Zones and of activities delivered there and in the surrounding geographical area;
4. Developing a partnership network of services and resources for young people across an allocated geographical area which promotes and supports the delivery of a first class youth provision.
5. Working with statutory and non-statutory agencies to provide activities targeted at individuals / groups in need of particular support, including prioritising support for young people with multiple needs and facing barriers to participating in universal provision; and
6. Managing a team of directly employed youth workers and other sessional / contracted youth workers.

### **Role Context**

1. The post holder reports to the Youth Service Senior Manager.
2. The post holder has financial responsibility for a small operational budget.
3. The post holder has direct line management responsibility for up to 8 Youth Worker posts and for additional sessional workers from time to time.

### **Accountabilities:**

1. To participate in the needs analysis, design and delivery of a co-designed universal and targeted 'Youth Offer' to young people in Newham that provides a varied and inclusive range of activities that promote wellbeing and independence and enable young people to play an active role within their community;

2. To work with council colleagues, with other organisations and with young people and their families to ensure that youth services delivered through Youth Zones are fully integrated with other elements of Newham's Early Help approach;
3. To form positive relationships with young people and young peoples' representative groups to ensure that the universal youth offer remains relevant, credible and impactful;
4. To participate in the development of Newham's Youth Services Curriculum;
5. To manage one or more of Newham's expanding network of 'Youth Zones', including ensuring the efficient and effective delivery of high quality, fully integrated services to young people and their families in line with the requirements of the aims of the service and national legislation and guidance;
6. To empower young people to co-design programmes of activity to be delivered through Newham's Youth Zones;
7. To support the Senior Manager in building, promoting and facilitating successful partnership working across all sectors by creating and maintaining appropriate relationships within the post holder's designated geographical area, including the local community, young people and families, Faith Groups, Community and Voluntary organisations and other Statutory bodies. To ensure the delivery of more cost effective and valued services;
8. To design and deliver programmes designed with and aimed at young people with multiple needs and facing barriers to participating in universal provision;
9. To raise levels of participation in activities offered by the Youth Service, including delivering specific focussed support to children and young people who are LGBT, young carers, children and young people with special educational needs and disabilities, and looked-after children and care leavers to enable them to take advantage of the Youth Service offer;
10. To ensure that youth workers are able to signpost young people to appropriate information, advice and guidance, and to refer young people to other organisations should the support available through those organisations be of interest to them;
11. To ensure that participation levels and satisfaction data relating to youth services provided within the post holder's Youth Zones is appropriately captured, analysed and reported upon;
12. To ensure that information on any identifiable young person is appropriately recorded alongside other case files and is handled and

shared in accordance with all relevant local policies, and legislation and regulations;

13. To participate in the development of youth work across the youth service as a whole, and with partner organisations, highlighting expected standards, delivering training, advice and support to enhance the impact of youth provision across the borough;
14. To actively support the Senior Manager in the preparation of proposals for the strategic direction of the service;
15. To advocate for young people, and to champion their views to the Council and beyond, playing an active role in ensuring that young people and their families are at the heart of everything we do and are effectively supported to meet their goals;
16. To lead campaigns / initiatives working with young people to address particular issues of importance to them
17. Work with colleagues to ensure that young people are empowered and provided with opportunities to participate in the democratic process within Newham, and that Team/Zone-based youth providers and young people's forums and networks remain relevant and thriving;
18. To lead, manage, motivate and develop a mini team of directly employed Youth Workers, managing and regularly monitoring work programmes, budgets, performance indicators and quality targets to ensure that youth services within the post holder's allocated zone(s) meet agreed objectives;
19. To provide leadership and direction to staff and volunteers; setting out the Youth Zone's goals, conveying how they support the fundamental purpose of the council and energising staff and volunteers towards their achievement;
20. To keep abreast of all relevant legislation relevant to the area and ensure all activity is compliant with any changes; and
21. To ensure that youth work staff are aware of their responsibilities in relation to safeguarding, health and safety and risk assessment, and to operate systems and processes that ensure compliance with national and local policies and procedures.

In accordance with the JNC National Agreement, post holders will be required to work up to 8 unsociable sessions per fortnight to support the needs of all Service Users and Stakeholders.

### **Progression**

All post holders will be expected to manage specified youth services within an area of the borough.

In accordance with the London Borough of Newham's JNC Career Progression Scheme, progression through the grades attached to this post will be dependent upon the level and impact of the duties undertaken by the post holder.

**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.

## Person Specification

<b>Job Title:</b> Senior Youth Worker	<b>Service Area:</b> Youth Service	
<b>Directorate:</b> Brighter Futures	<b>Post Number:</b>	<b>Evaluation Number:</b> tbc
<b>Grade:</b> JNC Ranges 25-30 Career Grade progression 31-22	<b>Date last updated:</b> October 2022	

### 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>▪ A good understanding of the issues affecting young people and the nature of the services available to them.</li> <li>▪ An understanding of the theory and practice of Integrated Youth Support Services – in such areas of work as: universal youth work provision, detached youth work, targeted youth work and young people’s Information, Advice and Guidance services - within a multicultural setting.</li> <li>▪ Understanding of relevant Health and Safety, safeguarding and 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>Application Form / Interview</p> <p>Application Form / Interview</p> <p>Interview</p> <p>Interview</p>
<b>QUALIFICATIONS:</b>	

<ul style="list-style-type: none"> <li>▪ NVQ level 4 in Youth &amp; Community Work, BA honours in applied Youth and Community work, or MA in applied Youth and Community work or an equivalent young person centred national qualification relevant to this role</li> <li>▪ Management training</li> <li>▪ Evidence of continuous professional development</li> </ul>	<p>Application Form/ Documentation</p> <p>Application Form/ Documentation Application Form/ Documentation</p>
<p><b>EXPERIENCE:</b></p> <ul style="list-style-type: none"> <li>▪ Practical evidence of engagement with and providing high quality services to young people.</li> <li>▪ Specific experience managing youth centres</li> <li>▪ Evidence of allocating team resources and of monitoring and managing the performance of others to deliver team objectives</li> <li>▪ Evidence of working with partners, such as Parents &amp; Carers, Faith, Community and Voluntary Groups and other services to deliver integrated services to young people.</li> <li>▪ Demonstrable commitment to diversity issues within service design and delivery.</li> </ul>	<p>Application Form</p> <p>Application Form Application Form</p> <p>Application Form</p> <p>Interview</p>
<p><b>SKILLS AND ABILITIES:</b></p> <ul style="list-style-type: none"> <li>▪ Ability to assess young people’s needs and plan, monitor and evaluate programmes to meet those needs.</li> <li>▪ Strong communication skills, verbal and written</li> <li>▪ Demonstrable ability to work in partnership with other departments and organisations, pooling resources and/or working jointly to deliver for the benefit of young people</li> <li>▪ Project management skills</li> <li>▪ The ability to prioritise one’s own and accountable staff’s workload effectively, including risk assessments as appropriate.</li> <li>▪ Ability to use technology and business systems in delivering your day job</li> </ul>	<p>Application Form / Interview</p> <p>Application Form / Interview Application Form/ Interview</p> <p>Interview Interview</p> <p>Interview</p>
<p><b>PERSONAL STYLE AND BEHAVIOUR:</b></p> <ul style="list-style-type: none"> <li>• Demonstrates sensitivity to the needs of a very diverse community and ideas of how best to meet those needs</li> </ul>	<p>Application Form</p>

<ul style="list-style-type: none"> <li>• Has a high degree of integrity</li> <li>• Shows resilience and toughness under pressure</li> <li>• Shows energy, creativity, determination and a high drive for achievement</li> <li>• Shows sensitivity towards the needs of others.</li> </ul>	<p>Interview Interview Interview  Interview</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>