

Job Description



Job Title: Apprentice Youth Worker	Division: Youth Empowerment	
Directorate: Education, Achievement and Inclusion	Post Number: 35246 35248 35249	Evaluation Number:
Grade: Apprentice Grade London Living Wage rate £11.95 PH	Date last updated: 19/12/21	

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 Apprentice Youth Worker post will play a positive role in helping us achieve our goal. Working to a remit set by a Senior Youth Worker, post holders will be responsible for supporting the delivery of Newham’s universal and targeted youth services, providing young people with

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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. Supporting youth workers to develop Newham's Youth Service Curriculum;
2. Support delivery of innovative approaches to engaging young people in shaping and participating in the activities offered as part of the Youth Service Curriculum, with the aim of raising the overall level of participation in Youth Service;
3. Supporting the senior youth worker in developing, delivering and reviewing of relevant elements of the youth offer (centre-based, outreach and targeted), ensuring value for money and that Youth Services activity directly enhances the life chances of young people;
4. Supporting youth workers to develop partnerships, delivering 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.

Role Context

1. Post holders will report to a 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 experience, they may be asked to support the work of students and volunteers who play an active role in delivering Newham's youth service offer.

Accountabilities:

1. To support 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;

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2. To form positive relationships with young people and young peoples' representative groups to ensure that the universal and targeted youth offer remains relevant, credible and impactful;
3. To support the development and effective delivery of Newham's Youth Services Curriculum;
4. To support delivery of practical and impactful universal and targeted youth work, as part of Newham's Youth Services curriculum, in a 'Youth Zone', or in the Participation team, that meets the needs of local young people, the needs identified by local partners (for example a school, a local Early Help Team, the local youth providers network), and service requirements;
5. To support the work intensively with identified young people and their families, offering targeted support and linking to other intervention and support provided by the Council / partners, and sharing information / co-ordinating activity in accordance with information sharing guidelines, at all times placing the young person and their family at the heart of everything we do;
6. To help create an environment where young people feel empowered to co-design programmes of activity to be delivered through Newham's Youth Service;
7. To support delivery programmes designed with and aimed at young people with multiple needs and facing barriers to participating in universal provision;
9. To support 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 supporting youth workers in signposting 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 support ensure that participation levels and satisfaction data relating to youth services is appropriately captured;
12. To support 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 support 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;

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14. To support and participate in campaigns / initiatives working with young people to address particular issues of importance to them
15. To ensure that the needs of young people in Newham are met by modelling behaviour which fosters equality of opportunity in service provision;
16. To remain aware of responsibilities in relation to safeguarding, health and safety and risk assessment, and to operate in accordance with systems and processes that ensure compliance with national and local policies and procedures.

Progression

All post holders will be expected to work with children and young people to fulfil the duties of this post.

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.

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Working pattern

The post holder will need to work up to 4 evening sessions per week to support the needs of all Service Users and Stakeholders.

Person Specification

Job Title: Apprentice Youth Worker	Service Area: Youth Empowerment Services	
Directorate: Brighter Futures	Post Number: 35246 35248 35249	Evaluation Number:
Grade:	Date last updated: 19/12/21	

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
KNOWLEDGE: <ul style="list-style-type: none"> An understanding of the issues affecting young people and the nature of the services available to them. An understanding of what the following areas of youth work is defined as: universal youth work provision, targeted youth work and young people's Information, Advice and Guidance services - within a multicultural setting. An understanding of the barriers young people may face in periods of transition – e.g. school to school, school to college, school to work, home to independent living An understanding of relevant Health and Safety, child protection procedures. (training will be provided once you are in role) 	<p>Application Form</p> <p>Application Form/Interview</p> <p>Application Form/Interview</p> <p>Application Form/Interview Application Form/Interview</p>

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<ul style="list-style-type: none"> • Knowledge of Equal opportunities and anti-discriminatory practice and the capability to apply it to work with young people and communities. (training will be provided once you are in role) 	
<p>EXPERIENCE: Desirable but not essential</p> <ul style="list-style-type: none"> ▪ Desirable Experience of Youth Work and its delivery ▪ Desirable experience of working with people facing roles ▪ Desirable Experience of working with children and/or young people ▪ Desirable Demonstrable commitment to diversity issues 	<p>Application Form</p> <p>Application Form</p> <p>Application Form</p> <p>Interview</p>
<p>SKILLS AND ABILITIES:</p> <ul style="list-style-type: none"> ▪ Good communication skills, verbal and written ▪ Ability/willingness to work in partnership with other departments and organisations, pooling resources and/or working jointly to deliver for the benefit of young people ▪ Ability to use technology in delivering your day job ▪ Ability to carry out a variety of routine office tasks, particularly the maintenance of a variety of records, ICT skills. ▪ Ability to communicate effectively and sensitively Face to face by telephone and in writing with colleagues and the public ▪ Able to assimilate Information verbally and in writing and work as a team. ▪ Ability to work co-operatively and flexibly, as part of a team. 	<p>Application Form / Interview</p> <p>Application Form / Interview</p> <p>Application Form/ Interview</p> <p>Application Form/ Interview</p> <p>Application Form/ Interview</p> <p>Application Form/ Interview</p> <p>Application Form/ Interview</p>
<p>PERSONAL STYLE AND BEHAVIOUR:</p>	

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<ul style="list-style-type: none">▪ Demonstrates sensitivity to the needs of a very diverse community and ideas of how best to meet those needs▪ Has a high degree of integrity▪ Shows resilience and toughness under pressure▪ Shows energy, creativity, determination and a high drive for achievement▪ Shows sensitivity towards the needs of others.▪ Able to set and maintain professional boundaries whilst working with groups of a similar age	Application Form Interview Interview Interview Interview Interview
<p>OTHER SPECIAL REQUIREMENTS:</p> <p>This post is subject to an enhanced DBS check. A criminal record does not exclude you from applying, the time lapsed since the offence as well as type of offence will be considered when shortlisting.</p> <p>This post is exempt from The Rehabilitation of Offenders Act (1974)</p>	Satisfactory clearance at conditional offer stage Application Form