

# Job description

**Job title: Youth Worker**

**Grade: Grade 8**

**Job evaluation reference: ES620**

**Job family: Education and Youth**

## Purpose and impact

To deliver targeted youth work to vulnerable young people within Dorset by delivering evidence-based group work programmes to young people who require early help, work as part of multi-agency and multi-professional teams within a locality; ensure that young people who require early help are engaged in social action.

## Key responsibilities

- Establish and maintain relationships with young people, schools, partner organisations, and community groups. This relationship will involve challenging attitudes and behaviour, in the context of delivering targeted youth work
- Performing and ensuring the discharge of administrative duties (including budget control, record keeping and health and safety)
- Champion diversity with service users and colleagues
- Responsible for the delivery of evidence-based interventions. Maintain recording and evaluation tools required to measure impact and achievement of outcomes. Prepare curriculum delivery
- Develop and deliver a wide-ranging curriculum to meet young people's needs, and address a range of risk issues including emotional wellbeing, offending and antisocial behaviour, exploitation, non-school attendance and risk of NEET
- Lead group work interventions alongside non-specialist staff
- Ensure that young people who require early help are engaged in social action
- Responsibility for promoting and safeguarding welfare of children and young people
- Responsible for ensuring data quality such as the integrity of management information through the proper use and safekeeping of data and record systems, both manual and computerised
- Support the development of inter-disciplinary networks and provide initiatives that are relevant to the issues affecting young people within the local community
- Contribute towards the development of work within localities
- Ensure effective communication with the local community

NB: The duties and responsibilities of this post are not restrictive, and the post holder may be required on occasion to undertake other duties. This will not substantially change the nature of the post.

## Supervision and management

Please see context statement



**Dorset  
Council**



## Other factors

The post holder is responsible for the safekeeping and proper use of equipment, to manage small project budgets (up to £5k) under direction of manager. The post holder will have a flexible working pattern to include evening and weekend working. The role involves inside and outside duties depending on the activities arranged, in accordance with service needs. Work is subject to changing priorities, circumstances or demand.

## Our values

Our values act as guiding principles, defining what we believe is important in the ways we work together. Our values are Respect, Together, Accountability, Openness and Curiosity. You will need to be able to demonstrate these values in action through the way you work, regardless of your role within the organisation. Information about our values can be found on our website.



# Person specification

Your application will be assessed based on your demonstration of how you fulfil the following criteria: you should include clear examples of how you meet these criteria within your application form and during the assessment process.

## Essential

Essential criteria are the minimum requirement for the above post and will be assessed through a combination of your application form, assessment, interview and references (as specified below). We will require evidence of the qualifications, training or registrations listed below.

<b>Qualifications, training or registrations</b> Required by law or essential to the performance of the role or both	<b>Assessed through:</b>
1. QCF Level 3 Diploma in Youth work or equivalent	Application form
2. Maths and English at GCSE or equivalent standard	Application form
<b>Experience</b>	
3. Experience of youth work in a youth work setting	Application form
4. Ability to work effectively with individuals and groups of young people	Application form
<b>Knowledge</b>	
5. Awareness of legislation, social policy, and key issues relevant to the service user group	Application form Interview Assessment
6. Awareness of child safeguarding requirements/procedures	Application form Interview Assessment
7. Awareness of systems, policies and procedures relevant to the areas of work as identified in the context statement	Application form Interview Assessment
<b>Skills and abilities</b>	
8. Understanding of the contribution of other agencies	Interview Assessment
9. Understanding of joint working with other agencies	Interview Assessment
10. Understanding of health and safety requirements	Interview Assessment
11. Understanding of anti-discriminatory practice	Interview Assessment
12. Excellent communication and listening skills	Interview Assessment
13. Ability to build trusting and respectful relationships	Interview Assessment
14. Initiative, enthusiasm and motivation	Interview Assessment

15. Tact and sensitivity	Interview Assessment
16. Patience and resilience	Interview Assessment
17. A non-judgemental attitude	Interview Assessment
18. Good organisational and planning skills	Interview Assessment
19. Good negotiating skills	Interview Assessment
<b>Our values</b>	
20. Respect	Interview Assessment
21. Together	Interview Assessment
22. Accountability	Interview Assessment
23. Openness	Interview Assessment
24. Curiosity	Interview Assessment
<b>Other</b>	
25. Ability to fulfil the travel requirements of the role	Application form

## Desirable

Desirable criteria will be used in the event of multiple applicants meeting the minimum essential requirements and if applicable, will be assessed through a combination of your application form, assessment, interview and references (as specified below). If you meet the desirable criteria, we will require evidence of the qualifications, training or registrations listed below.

Qualifications, training or registrations	Assessed through:
26. Commitment to continuing professional development	Application form
<b>Experience</b>	
27. Experience of working in a multi-agency setting	Application form
28. Experience of delivering group work or other structured interventions	Application form
<b>Skills and abilities</b>	
29. Understanding the needs of living/working in a rural community	Interview Assessment
30. An interest or a skill in areas that may interest young people, such as sports or the arts	Interview Assessment
<b>Other</b>	
31. You set an example which inspires others to achieve successful outcomes	Application form

32. You are trustworthy and willing to step up to the mark to deliver the aims of the council	Application form
33. You act with honesty and respect for others	Application form
34. You work successfully with others to deliver required outcomes	Application form
35. You demonstrate the ability to look beyond the 'now' and to formulate and deliver ideas and strategies to deliver required outcomes	Application form

## Approval

Manager's job title: Senior Manager – Children's

Date: January 2016

