

Job Description

Position Details

Position:	Youth Activity Worker
Directorate:	Education
Service:	Youth Services
Position no:	
Grade:	4
Hours of work:	5 hours per week / 39 weeks per year*
Work style:	Agile Worker
DBS required:	Enhanced Disclosure
Contact:	Kristian Gay
Date:	September 2025

Politically Restricted? ☐ Yes* ☒ No

* The position is politically restricted within the provisions of the Local Government and Housing Act 1989 as prescribed in the Local Government Officers (Political Restrictions) Regulations 1990

About the Position

Reporting to: Open Access and ASB Team Manager.

Responsible for: Enabling, supporting and developing young people aged 11 – 25 years in order to access opportunities for accredited achievements in the context of a youth work setting and informal educational environment. This work is based on the Principles and Purposes of Youth Work in Wales.

Principal Accountabilities

1. To work directly with young people 11 – 25 years to enable their personal development and social education in a youth club environment.
2. To work alongside staff in the delivery of direct consultation through various activities ensuring that young people are involved in the design, delivery and evaluation of service and activities.
3. To establish and build relationships with young people to meet the needs of the Service
4. To be responsible for the security of buildings, equipment and any monies collected in projects or activities.
5. To work in ways which promote equality of opportunity, participation and responsibility.
6. Maintain a strict code of confidentiality.

7. To carry out other tasks deemed appropriate to the role, and work as an active member of the Youth Service, supporting other colleagues where appropriate.
8. To work as part of a team.
9. This role will include working unsociable hours
10. To challenge discrimination and promote equal opportunities and young people's rights.
11. To maintain and develop skills through appropriate training as and when required.
12. To be aware of Child Protection legislation and operate within the set guidelines.
13. Undertake administrative and evaluative duties when required.
14. To comply with relevant sections of the Authority's policy statement on Health and Safety and welfare at work.
15. To adhere to the principles of the Corporate Equality Policy and ensure commitment to anti-discriminatory practice.

General Accountabilities

1. To comply with the Council's Policy Statement on Health, Safety and Welfare at Work.
2. To positively promote the Council's Strategic Equality Plan and ensure commitment to anti-discriminatory practice.
3. To demonstrate a commitment to ongoing personal development.
4. To adhere to data protection principles whilst undertaking your duties.
5. To be responsible for undertaking your duties in a way that safeguards and promotes the welfare of children, young people and adults at risk. You must bring issues of concern regarding the safety and welfare of children, young people and adults at risk to the attention of the Safeguarding Officer in your service as soon as you become aware of them.
6. Undertake other duties that may be required of you, commensurate of your grade or general level of responsibility within the organisation.

This job description sets out the main responsibilities of the position at the date it was drawn up. Such duties may vary from time to time without changing the general character of the post or the level of responsibility.

Person Specification

Requirements	Essential (E) / Desirable (D)	Assessment methods: Application (A), Interview (I), Presentation (P), Test (T), Probationary Period (PP), other please specify
Qualifications		
A minimum of a level 3 qualification in Youth and Community work and a commitment to personal development.	Essential	(A)
Registration with EWC	Essential	(A)
Experience		
Experience of delivering accredited outcomes with young people	Essential	(A) (I)
Experience of face-to-face work with young people in a variety of settings	Essential	(A) (I)
Experience of monitoring and evaluation.	Desirable	(A) (I)
Experience of working with a wide range of professionals in partnership and a multi-agency setting.	Desirable	(A) (I)
Knowledge / Skills		
Excellent interpersonal / communication skills with the ability to relate to and enthuse young people	Essential	(A) (I)
Ability to work independently and as part of a team.	Essential	(A) (I)
An understanding of the various accreditations available	Desirable	(A) (I)
High level of personal resilience, including the ability to manage conflict and deal with stressful situations.	Essential	(A) (I)
A knowledge of local services delivering support and provision to young people	Desirable	(A) (I)
Understanding the principles of youth work in accordance with the Youth Work Curriculum Statement for Wales.	Essential	(A) (I)
An excellent working knowledge of child protection procedures, equalities, information sharing.	Desirable	(A) (I)
A working knowledge of current legislation and guidance related to young people including the United Nations Convention on the Rights of the Child (UNCRC).	Desirable	(A) (I)
Ability to work independently and as part of a team.	Essential	(A) (I)
Personal Attributes		
Plans ahead, organises work in advance	Essential	(A) (I)
Involves line manager/colleagues in setting and meeting targets	Essential	(A) (I)
Reorganises work when necessary	Desirable	(A) (I)
Sees tasks through to completion whenever possible	Essential	(A) (I)
Seeks help if workload becomes unmanageable	Desirable	(A) (I)
Uses initiative to report issues that arise that impact on others	Essential	(A) (I)
Plans ahead, organises work in advance	Desirable	(A) (I)
Involves line manager/colleagues in setting and meeting targets	Desirable	(A) (I)
Reorganises work when necessary	Essential	(A) (I)
Special Working Conditions / Requirements		
Full driving license and access to a car for work purposes	Essential	(A)
Be available to work agreed hours of work to include evenings and weekends.	Essential	(A) (I)

Minimum Welsh Language Skill Requirements	Assessment methods: Application (A), Interview (I), Presentation (P), Test (T), Probationary Period (PP), other please specify
Welsh Language Skills Level 0. Level 1-5 is desirable. Training is optional.	(A)
Welsh Language Skills Level 1 Entry / Courtesy (as a minimum) are desirable and need to be learnt when appointed. Training required: "Welcome Part 1 & 2" (10 hours in total)	
Welsh Language Skills Level 1 Entry / Courtesy (as a minimum) are essential. Training required: "Welcome Part 1 & 2" and "Welcome Back Part 1 & 2" (20 hours in total).	

For further information on the above please refer to the Welsh Language Skills Guidelines

Welsh language skills requirements beyond the minimum stated above e.g. fluent speaker / proficient writer will be outlined within the person specification under qualifications and skills.

Personal Competencies

All competencies are regarded as essential, although it is recognised that some may be achieved over a period of time. All employees are expected to continually develop their competencies in line with the appropriate framework. In addition to those assessed as part of the recruitment process, competencies will be assessed during the probationary period and through the Council's performance coaching scheme.

Competencies – Delivering the Service	Assessment methods: Application (A), Interview (I), Presentation (P), Test (T), Probationary Period (PP), other please specify
Plans ahead, organises work in advance	(A)(I)(PP)
Involves line manager / colleagues in setting and meeting targets	(A)(I)(PP)
Reorganises work when necessary	(A)(I)(PP)
Sees tasks through to completion whenever possible	(A)(I)(PP)
Seeks help if workload becomes unmanageable	(A)(I)(PP)
Uses initiative to report issues that arise that impact on others	(A)(I)(PP)

Competencies – Improvement and Change	Assessment methods: Application (A), Interview (I), Presentation (P), Test (T), Probationary Period (PP), other please specify
Is prepared to try new things & feedback results	(A)(I)(PP)
Understands that changes are needed if things are to be improved	(A)(I)(PP)
Finds new and creative ways of doing things better	(A)(I)(PP)
Actively seeks to develop own skills and knowledge	(A)(PP)
Learns from mistakes & welcomes constructive feedback	(A)(I)(PP)

Competencies – Providing Excellent Customer Service	Assessment methods: Application (A), Interview (I), Presentation (P), Test (T), Probationary Period (PP), other please specify
Recognises the importance of high standards of customer service	(A)(I)(PP)
Is committed to providing an excellent service to all the citizens of Blaenau Gwent	(A)(I)(PP)
Understands the links between own professionalism and the possible impact on the Authority's image	(PP)
Has a professional attitude that sets an example to colleagues	(PP)
Takes pride in own work and that of colleagues	(A)(PP)
Is respectful, courteous and helpful at all times	(PP)

Competencies – Team working	Assessment methods: Application (A), Interview (I), Presentation (P), Test (T), Probationary Period (PP), other please specify
Reacts constructively to others' suggestions and requests	(A)(I)(PP)
Recognises potential value of others' opinions and actively seeks their contributions	(A)(I)(PP)
Asks for help when necessary	(PP)
Actively seeks to help others	(PP)
Is aware of the impact of own behaviour on others	(A)(I)(PP)

Competencies – Communicating	Assessment methods: Application (A), Interview (I), Presentation (P), Test (T), Probationary Period (PP), other, please specify
Adapts content and style to help others understand	(A)(I)(PP)
Make sure that people are regularly informed	(PP)
Uses appropriate language, gestures and tone when talking with others	(I)(PP)
Checks others have understood & seeks advice when necessary	(A)(I)(PP)
Actively seeks to improve all forms of communication with others	(PP)
Communicates professionally by using formal channels appropriate to the situation	(PP)

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