

**JOB PROFILE**

<b>Post No.</b>	70232 – 70246,70248 - 70249
<b>Post Title:</b>	On Track Youth Worker
<b>Unit/Team:</b>	Community Sport and Recreation
<b>Grade:</b>	Grade C
<b>Service:</b>	Leisure & Wellbeing
<b>Reports to:</b>	On Track Co-ordinator
<b>Issue Date:</b>	April 2022

**PURPOSE OF THE JOB**

On Track Youth Worker will play a key role in On Track activities. Sessions could be both group and one to one and the On Track Youth Worker will be expected to base the personal development of the young people at the centre of their work. The role will involve leading or assisting with activities, maintaining clear and accurate records where necessary, and recording any relevant information in order to feed back to the On Track Development Officer or Co-ordinator.

**1. ESSENTIAL FUNCTIONS AND RESPONSIBILITIES**

- 1.1 'On site' presence leading and/or supervising activities. This could range from group to one to one work. Ensuring that necessary records are kept, money collecting procedures adhered to, proper setting up and clearing away takes place, and ensuring that the young people have a positive experience during sessions
- 1.2 Outreach and consultation work to attract more young people
- 1.3 Contributing to the monitoring and evaluation of the project.

**2. OTHER DUTIES AND RESPONSIBILITIES**

- 2.1 Regular communication and contact with the On Track management team to ensure a constant flow of communication about individual young people.
- 2.2 To be aware of Health and Safety legislation and ensure compliance with the Health and Safety at Work Act, the Council's Safety Policy and the Departmental Safety Policy
- 2.3 Any other reasonable duties as directed by the Head of Planning and Culture

### **3. SUPERVISORY RESPONSIBILITIES**

None

### **4. FINANCIAL RESPONSIBILITIES**

None

### **5. RESPONSIBILITY FOR ASSETS AND DATA**

Equipment, vehicles and databases

### **6. EXTENT OF PUBLIC CONTACT**

The post will involve substantial contact with the On Track Youth Worker and the youngsters on the programme.

The post holders shall also work with the following as and when appropriate:  
On Track Development Officer

### **7. WORKING CONDITIONS AND ENVIRONMENT**

The post holder will spend the majority of their time 'on site' and away from an office base. Attendance at meetings at central and outreach venues will be required. The hours of work will be flexible, according to the requirements of the programme.

### **8. CORPORATE RESPONSIBILITIES**

All staff have to act within the Council's rules and follow all reasonable management requirements. These are contained within: the Council's Standing Orders, Employment Policies, Constitution and Code of Conduct for Employees. Other documents may be introduced at times setting out rules of the Council. These will cover responsibilities and requirements for the following:

Financial Accounting  
Equality and Diversity  
Health and Safety  
Risk Management  
Anti- Fraud  
Data Quality and Data Protection  
Business Continuity  
Major Emergency Plan  
Procurement and Contract Management  
Safeguarding of Children and Vulnerable Adults

Copies of the relevant rules and policy are available on the staff intranet or from your manager

In addition, all employees are expected to behave in line with our Values and Behaviours and challenge other employees whose behaviour is against our values.

**9. KNOWLEDGE, SKILLS, EXPERIENCE AND QUALIFICATIONS**

Refer to Person Specification attached.

**Signed as agreed:**

Postholder

Date

## PERSON SPECIFICATION



### Post: On Track Youth Worker

For effective performance of the duties of the post the postholder will be able to demonstrate that they have the skills and/or knowledge detailed in 'Essential Criteria'.

<b>Criteria</b>	<b>Essential/ Desirable</b>	<b>Method of Assessment</b>
Knowledge of issues regarding young people – e.g. substance misuse, youth crime and social exclusion	E	A,I
Knowledge of the developmental process of young people	E	A,I
Excellent communication skills	E	A,I
Empathy with both adults and youngsters	E	A,I
Ability to build constructive and interactive relationships with young people	E	A,I
Strong organisational skills	E	A,I
Strong leadership skills	E	A,I
Ability to motivate and inspire	E	A,I
Ability to work evenings and weekends where necessary	E	A,I
Must be able to provide own transport	E	A, I, D
Able to work under own initiative	E	A,I
Mobile and active	E	A,I
A minimum of 1 years experience working with young people in a leisure, recreational, educational or youth work capacity	E	A,I, R
Experience of leadership of young people, in a sporting or recreational context	E	A,I
Experience of dealing with challenging situations in relation to young people	E	A,I
Experience of working in a team environment	E	A,I
Ability to monitor and evaluate both practical sessions and written or verbal feedback	E	A,I
Coaching or youth work qualifications	E	A,D
A commitment to work within our CAN DO values	E	A, I
Knowledge of sports development structures and programmes	D	A,I
Knowledge of procedures and practices for evaluation exercises	D	A,I

Awareness of health and safety issues, plus an understanding of child protection and confidentiality	D	A,I
Experience of working across a range of different activities, leading or supervising young people	D	A,D
First aid certificate	D	A,D

Application	A
Interview	I
Test (written, presentation, practical – eg word processing)	T
References	R
Documentary – eg certificates	D