Isle of Anglesey County Council

Job Description / Person Specification

PART A

Job Title: Youth Support Worker (RELIEF)

Post Number:

Service / Section: Youth Service - Children and Families Service

Grade: JNC 5

Overall Job Purpose:

Ynys Môn County Council has a network of part-time clubs or community provision providing youth services to young people between the ages of 11 and 19 years of age operating mainly between September and the end of March.

Basic contract will be for 26 weeks between September and the end of March. A further extension during the summer period may be offered, to work on summer programmes depending on local need, although this is not guaranteed. The worker will be employed on JNC terms and conditions.

The Youth Support Worker is employed to work with the School Area Youth Development Officer and the Senior Youth Worker to undertake all tasks necessary to ensure the efficient running of a Youth Club or a community Youth provision.

The candidate will need to prepare and deliver a range of youth work sessions and will also be expected to deliver sessions prepared by the Senior Youth Worker or the School Area Youth Development Officer and to undertake all administrative duties commensurate with the post.

General: *To comply with the local authority's Corporate Safeguarding Policy and the safeguarding duties and responsibilities which that policy places on every employee, aligning with the core values of the Authority which includes supporting children, adults who may be at risk and their families to keep them safe and healthy.*

Main Duties / Responsibilities:

1.Jointly with members/participants and the School Area Youth Worker, to provide an interesting, varied and contemporary programme based on the Youth Work Curriculum for Wales.
2. To arrive at the club or provision venue 15 minutes prior to opening, to make advance preparations for sessions and to work 15 minutes after club/provision closure to clear up and carry out appropriate checks on the building or outdoor venue.
3. To work with the School Area Youth Development Worker and the Senior Youth Worker to assist club members or participants with their personal development and to offer opportunities, wherever possible, for young people to gain accreditations for their work at the club/provision, or through volunteering at the club/provision.
4. To assist the senior workers to complete reports on time and in accordance with predetermined guidelines that all the work is constantly focused on outcomes.
5. Maintain quality of provision and work to the Wales Youth Work Strategy and National Occupational Standards for Youth Work.
6. To attend activities with club members or participants.
7. To ensure Council's responsibility in relation to Equality and Diversity are met and to ensure that the Youth Service outcomes relating to the Welsh language are achieved.

8. To create a broad network of contacts within the community and be an advocate on behalf of the young people within the community.
9. To adhere to the Isle of Anglesey County Council's health and safety Policies, in relation to buildings, community areas, protective clothing and equipment. The Health and Safety Act etc. (1974) and other legislation require all workers to take responsibility for health and safety. As a result, the post holder will be responsible for taking care of their own and other workers' health, safety and welfare, in accordance with the legislation. Specific details are outlined in the Safety Policy Plan and Procedures.
10. To adhere to the Council's Child Safeguarding Policy.
11. Maintain personal and professional development to meet the changing demands of the job and to undertake training/development as required by the service.
12. To ensure the service is compliant with data protection and information governance requirements as stipulated by the Council as per legal requirements. The worker will have access to information of a confidential nature, which may come under the Data Protection Act. Confidentiality must be respected at all times.
13. Present a positive image of the Youth Service, the Social Services' Directorate and County Council at all times as well as maintain effective relationships with colleagues and external partners and other stakeholders.
14. Undertake any other duties, training and /or hours of work as may be reasonably required by your manager and which are consistent with the general level of responsibility of the job.

Person Specification:	**Essential (E) Desirable (D)**
Education and Training **The minimum educational requirements/professional or vocational qualifications for the post:**	
1. Foundation qualification in Youth Work (currently Agored Cymru Level 2) or previous qualification (Agored Cymru, NEWI or WJEC) or must be willing to complete the Agored Cymru Youth Work qualification within the first 2 years of being appointed.	**E**
2. If a qualified Youth Worker/Youth Support Worker then must be registered with the Wales Educational Workforce Council and renew membership annually at own expense.	**E**
3. Enhanced DBS Certificate. The post is subject to the successful completion of the enhanced DBS which is satisfactory to the Authority. Where a new DBS check is require (i.e. in cases where applicants do not have a current DBS with the Authority, or haven't registered with the updating service), they will need to pay for a DBS – currently £44 and will also have to pay an annual updating fee, currently costing £13. The sum will be taken from the employee's wages.	**E**
Any specific training required for the post including Certification:	
1. Postholder must hold certificates specified in the Youth Service training programme e.g. First Aid, Child Safeguarding, Data Protection, Fire Marshall, Food Hygiene, and any other Mandatory Training specified by the Council. Commitment to renew training as required. Training will be provided by the service.	**E**
Key Competence Requirements **Job related knowledge:**	
1. Experience of working with young people, or a genuine interest in doing so.	**E**
2. Evidence of a commitment to promoting the principles of equal opportunities.	**E**
3. Experience of delivering non-formal or informal work programmes to young people	**D**
4. Experience of working with young people as part of a team.	**D**

5. Experience of community work	**D**
6. Experience of working with young people in another agency.	**D**
Specific skills:	
1. Fluent in Welsh and English (spoken and written)	**E**
2. An ability to develop relationships with young people with ease.	**E**
3. An ability to encourage, inspire and support young people.	**E**
4. Able to work with other members of staff with ease.	**E**
5. Good communication skills	**E**
6. An ability to contribute to the gathering of evidence and preparation of written reports to meet the requirements of the service.	**D**

Position in the Organisation:

Reports to: School Area Youth Development Officer and Senior Youth Worker

Staff Supervised: None

Working Arrangements and Conditions:

Working Week: 1 work session per week (one night a week club/provision) or 2 work sessions x 26 (two nights a week club/provision), from the beginning of September to the end of March. A session includes 2 hours face to face with young people and 30 minutes for setting up/clearing up and 30 minutes session preparation.
Payment – All staff are paid on the 25th of each month directly into a bank account and will be in equal payments over 8 months. Additional payment at the departmental training rate will be made for attending and mandatory personal training.
Annual Leave – Annual leave and Bank Holidays are paid as noted in JNC Terms and Conditions (pro rata) – 35 days per year(with 5+ service and 30 days per year -5 years' service + 8 days bank holidays (pro rata). Holiday is calculated into the monthly wage. Staff are expected to take their holiday outside the 26 contracted weeks.
Summer Clubs and Projects – The Youth Service may also offer additional work on a temporary contract for opening clubs/community provision between April and August for up to 12 additional weeks, or for projects during school holidays, but this will not be guaranteed. These will be paid at the appropriate rate on submission of a claim form.

Contracted Hours:

Identified Work Base: All appointments are made to the youth service. You will be allocated a regular workplace (which will be the building where your club or project meets). However, you may be required to work anywhere on the island on a permanent or temporary basis, without additional time or payment for doing so.

Language Requirements

Welsh Language Skills (Please see the skills framework attached)

Listening (Tick One)		Level 1 ☐	Level 2 ☐	Level 3 ☐	Level 4 ☒	Level 5 ☐
Reading (Tick One)	Level 0 ☐	Level 1 ☐	Level 2 ☐	Level 3 ☐	Level 4 ☒	Level 5 ☐
Speaking (Tick One)		Level 1 ☐	Level 2 ☐	Level 3 ☐	Level 4 ☒	Level 5 ☐
Writing (Tick One)	Level 0 ☐	Level 1 ☐	Level 2 ☐	Level 3 ☐	Level 4 ☒	Level 5 ☐

English Language Skills (Please see the skills framework attached)

Listening (Tick One)	Level 0 ☐	Level 1 ☐	Level 2 ☐	Level 3 ☐	Level 4 ☒	Level 5 ☐
Reading (Tick One)	Level 0 ☐	Level 1 ☐	Level 2 ☐	Level 3 ☐	Level 4 ☒	Level 5 ☐
Speaking (Tick One)	Level 0 ☐	Level 1 ☐	Level 2 ☐	Level 3 ☐	Level 4 ☒	Level 5 ☐
Writing (Tick One)	Level 0 ☐	Level 1 ☐	Level 2 ☐	Level 3 ☐	Level 4 ☒	Level 5 ☐

Flexibility

Your attention is drawn to the fact that in some cases particular duties and responsibilities are difficult to define and may vary from time to time without changing the general character of the duties and level of responsibilities entailed. In addition, it is a requirement of all employees that they accept elements of flexibility in duties and responsibilities and when necessary interchange within the organisation which will meet the changing needs and demands of the service. Such a requirement will enable the particular expertise of the post-holder to be developed and maximised to the mutual benefit of both employer and employee.

Date of preparation of this job description document: 17.5.22

Language Skills - Workplace Assessment Levels

(i) Listening

0	No skills
1	Able to understand basic enquiries in Welsh /English
2	Able to understand a basic social conversation in Welsh / English
3	Able to follow routine conversations involving work between fluent Welsh / English speakers
4	Able to follow the majority of conversations involving work including group discussions
5	Able to understand all conversations involving work

(ii) Reading

0	No skills
1	Able to read basic words and phrases, e.g. signs or short and simple notes
2	Able to read basic material involving work (slowly)
3	Able to read routine material with a dictionary
4	Able to read the majority of material in own area
5	Able to understand all material involving work

(iii) Speaking

0	No skills
1	Able to conduct a general conversation [greetings, names, saying, placenames]
2	Able to answer simple enquiries involving work
3	Able to converse with someone else, with some hesitancy, regarding routine work issues
4	Able to speak the language in the majority of situations using some Welsh / English words
5	Fluent – able to conduct a conversation and answer questions, for an extended period of time where necessary

(iv) Writing:

0	No skills
1	Able to write basic messages
2	Able to answer simple correspondence with assistance
3	Able to draft routine text, with editing assistance
4	Able to prepare the majority of written material related to the area, with some assistance in terms of revision
5	Skilled – able to compete written work without the need for revision