THE VALE OF GLAMORGAN COUNCIL

JOB DESCRIPTION

DESIGNATION/POST TITLE: Youth Engagement Worker

POST NUMBER: Y-YS-UN017

DEPARTMENT/DIRECTORATE: Learning and Skills

DIVISION/SECTION: Strategic Planning and Performance – Youth Service

LOCATION: Civic Offices Barry/ Various

POST GRADE: JNC Youth & Community Support Worker Range – Fixed Point 12

RESPONSIBLE TO: Senior Youth Engagement Worker

RESPONSIBLE FOR: Delivery of a youth offer to young people in and out of school settings for the Vale of Glamorgan Youth Service.

MAJOR PURPOSE OF POST:

1. To work as part of a team in the delivery of educational activities to meet the personal, social, leisure and emotional needs of young people.

2. To support young people who are at risk of becoming NEET to be ready to move into further education, employment or training post 16.

MAIN DUTIES AND RESPONSIBILITIES

The job description refers to the principal duties and responsibilities of the Post. It does not necessarily list in detail all the tasks required to carry out these duties and responsibilities.

1. To deliver and evaluate a range of youth work interventions and set up projects in response to the needs of young people in line with Youth Work in Wales: Principles and Purpose document and the Children and Young People's National Participation Standards.

2. To develop and maintain positive relationships with young people across the Vale of Glamorgan and work closely with parents, carers and key stakeholders e.g. schools, Police, health professionals, voluntary organisations etc.

3. To ensure young people engage with the service in project development and decision-making processes.

4. To supervise and be responsible for the conduct of young people at the base and escort the young people to and from their home when required.

5. To conduct 1-1 support when required, actively working with young people and work closely with parents, case managers, related professionals and community stakeholders.

6. To develop learning materials, resources and prepare schemes of work to deliver accredited and non-accredited learning opportunities relevant to young people's needs.

7. To support young people as a lead worker to actively engage them in positive activities that support their educational, emotional and behavioral needs whilst actively involving them in planning, delivery and evaluation.

8. To ensure that all information on sessions and young people's involvement and achievements are recognised and are recorded using a management of information system.

9. To ensure young people are protected at all times by safeguarding and Health & Safety measures.

10. To attend and actively participate in relevant meetings, conferences and professional development opportunities.

11. To work towards agreed action points related to targets and deadlines and provide reports on progress.

12. To promote and publicise the work of the Youth Service in local press, on relevant webpages and social networking sites on a regular basis in line with the Youth Service digital strategy.

- **Ensure compliance with the Council's Financial Regulations, Standing Orders, Policies and Procedures**

- **To implement the principles of the Council's Equal Opportunity Policy whilst carrying out the above duties**

- **To adhere to Health and Safety legislation / relevant Council policies and procedures and to take reasonable care for the health and safety of yourself and other persons who may be adversely affected by your acts / omissions.**

- **To implement the principles of the Council's Environment Policy while carrying out the above duties.**

- **Such other duties and responsibilities commensurate with the grade and in accordance with the general character of the job as may reasonably be required by the Chief Officer from time to time.**

SIGNED: _____ **DATED: _____**
(Director/Chief Officer)

SIGNED: _____ **DATED: _____**

(Postholder)