



## OUTLINE JOB DESCRIPTION

### DEPARTMENT

<b>POST TITLE</b>	<b>Youth Support Worker) Range 2- 5 (unqualified) 7-10 (qualified)</b>	<b>POST REFERENCE</b>							
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The following information is furnished to help Council staff and those people considering joining the City of Bradford Metropolitan District Council to understand and appreciate the work content of their post and the role they are to play in the organisation. However, the following points should be noted:

- 1 Whilst every endeavour has been made to outline all the duties and responsibilities of the post, a document such as this does not permit every item to be specified in detail. Broad headings, therefore, may have been used below, in which case all the usual associated routines are naturally included in the job description.
- 2 Officers should not refuse to undertake work, which is not specified on this form, but they should record any additional duties they are required to perform and these will be taken into account when the post is reviewed.
- 3 Bradford is an Equal Opportunities Employer and requires its employees to comply with all current equality policies both in terms of equal opportunity for employment and access to the Council Services.
- 4 The Council is committed to making any necessary reasonable adjustments to the job role and the working environment that would enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition.
- 5 The Bradford Children's Trust arrangements require all practitioners working with children, young people and families to work together with partner agencies to promote children and young people's welfare. The integrated working processes that support this multi-agency co-operation are the Common Assessment Framework (CAF), information sharing and Lead Practitioner role.

*Applicants who are appointed, but do not have the NVQ 2 or equivalent qualification in Youth Work, will be appointed on scale 2 –5 and will be expected to complete training within 2 years of their appointment. Whilst they are undertaking training they will receive additional management supervision and other support.*

#### **PRIME OBJECTIVES OF THE POST:**

To initiate and develop relationships with 13 – 19 year olds.

To work directly with young people to enable them to broaden their horizons and engage in positive activities

To design and develop youth work responses underpinned by the Youth Service cornerstones of Equality, Participation, Education and Empowerment and the 5 Every Child matters Outcomes.

#### **SUPERVISION AND GUIDANCE:**

To work under the direct supervision of the Line Manager and through him/her be responsible to a Team Leader and Senior Manager.

#### **SUPERVISORY/MANAGERIAL RESPONSIBILITIES:**



- To ensure that procedures and regulations for Health & Safety and Finance are adhered to
- Share in the day-to-day responsibility for the users of the project/unit.

**RANGE OF DECISION MAKING:**

To participate and actively contribute to unit/project and team decision – making processes.

**RESPONSIBILITY FOR ASSETS, MATERIALS ETC:**

To be responsible for equipment used by young people.

To be accountable for particular unit/project assets and petty cash, when appropriate.

**CONTACTS:**

You will be expected to develop positive relationships with the following: -

- Youth Service Staff
- Voluntary Sector Staff
- Parents
- Community Members
- Other adults involved with Young People
- The Bradford Children’s Trust arrangements require all practitioners working with children, young people and families to work together with partner agencies to promote children and young people’s welfare

**RANGE OF DUTIES:**

1. To initiate develop and maintain relationships with young people in the age range
2. Work with young people to design, develop and deliver activities, projects and events underpinned by the Youth Service curriculum framework
3. To enable young people to learn, achieve, record and accredit their learning outcomes through youth work
4. To assist in maintaining adequate management information systems to enable effective planning & reporting
5. To encourage young people to have a voice and influence in the Youth Service and the local community
6. To assist in planning, monitoring and evaluating the youth work on the unit or team
7. To assist in carrying out regular analysis of needs and promote youth work opportunities throughout the local community
8. To deliver the skills to enable young people to work effectively in groups
9. To work as part of a team to deliver youth work
10. To actively participate in the training and professional development of self
11. To ensure the relevant health & safety procedures are implemented and monitored
12. To promote equality of opportunity and voluntary participation and actively challenge discrimination, prejudice and oppressive behaviour
13. To comply with such policies, procedures, guidelines and codes of practice as laid down by the Council and the Youth Service
14. To undertake any other duties commensurate with the grade and as mutually agreed

Special Conditions of Service:		
Compiled by: SD/HE	Grade Assessment Date:	Post Grade: 2-5 unqualified 7-10 Qualified NVQ2