



## Bradford Children and Families Trust

### JOB PROFILE

<b>DEPARTMENT:</b> District Youth Services	<b>SERVICE GROUP:</b> Breaking the Cycle
<b>POST TITLE:</b> Youth Worker	<b>REPORTS TO:</b> Advanced Practitioner
<b>GRADE:</b> JNC 16-19 / SO1	<b>SAP POSITION NUMBER:</b>

The organisation's vision to drive improvement and excellence in Bradford Children and Families Trust (BCFT) in Bradford. The BCFT is a wholly subsidiary company of the Council and will be established as a community interest company. The purpose of the BCFT is to deliver under contract, children's social care, early help and prevention, youth services and associated corporate services for Bradford Council.

The following information is furnished to help Trust staff and those people considering joining the Trust to understand and appreciate the general work content of their post and the role they are to play in the organisation. The duties and responsibilities highlighted in this Job Profile are indicative and may vary over time. Post holders are expected to undertake other duties and responsibilities relevant to the nature, level and scope of the post and the grade has been established on this basis. For posts where employees speak directly to members of the Public the post holder is required to demonstrate their ability to speak fluently in English.

As a candidate you will be expected to demonstrate your ability to meet the special knowledge, experience and qualifications required for the role by providing evidence in the application form for the purpose of shortlisting. Applicants with disabilities are only required to meet the essential special knowledge requirements shown by a cross in the end column of this section.

The employee competencies are the minimum standard of behaviour expected by the Trust of all its employees and the management competencies outlined are those relevant for a post operating at this level within our organisation.

Both sets of competencies will be used at interview stage and will not be used for short listing purposes.

#### Key Purpose of Post:

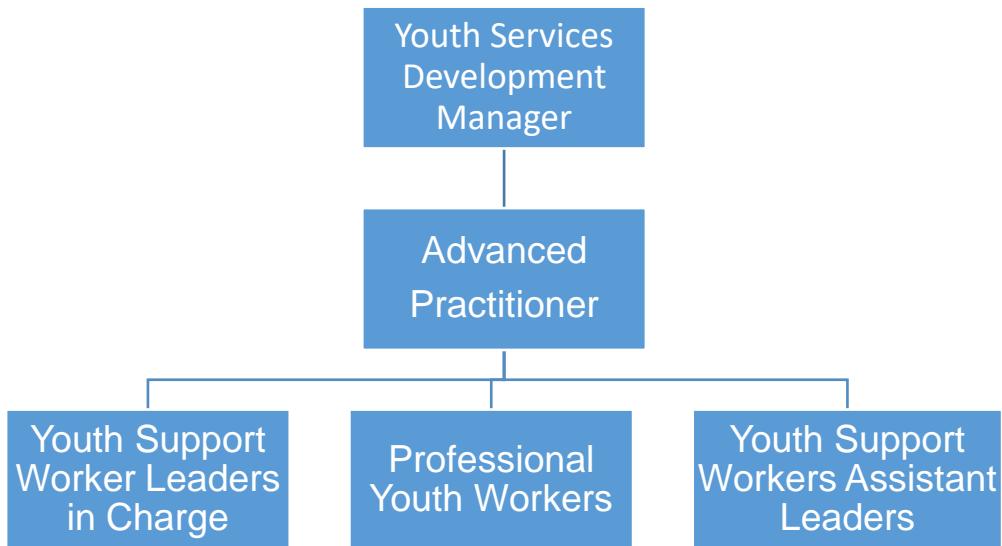
- To design, develop and deliver high quality, inclusive youth provision for 13-19 year olds, enabling them to identify and respond to their needs and interests.

- To coordinate and undertake work with vulnerable and criminally exploited young people providing high quality IAG and support to enable them to make and implement effective decisions to protect them from harm and further their personal development.
- Work with communities to build partnerships which support the Youth Offer across the area.

#### **Main Responsibilities of Post:**

1. To work with young people who are criminally exploited as part of a team around a child
2. As agreed with line management, work with young people, families and their community to design deliver high quality needs led provision to enhance young people's educational, personal, social and cultural development.
3. To support young people's social, emotional and physical health through one to one case work and small group work.
4. To ensure all management information systems are kept up to date.
5. To utilise all aspects of the quality assurance standards to ensure high quality provision.
6. To deliver face to face work with young people for a minimum of 24 hours per week.
7. To ensure young people have a voice and influence in the design and delivery of services designed to meet their needs.
8. To enable young people to develop the skills to relate to others in a variety of settings.learn, develop, achieve record and accredit their outcomes.
9. To increase the availability of youth provision within communities by building volunteering capacity.
10. To monitor, evaluate and evidence work using approved data bases and other management information systems as required.
11. To provide high quality information, guidance and support to young people on a wide range of issues, including criminal exploitation, trafficking, county lines, cuckooing, gangs, weapons and associated subject areas.
12. To actively engage with partner's working constructively and effectively to identify, resource, plan and deliver high quality youth provision, and interventions that protect and reduce harm for a young person.
13. Responsible for workplace supervision of staff, students and volunteers including job coaching to ensure the delivery of high quality Youth Provision.
14. Will work on own initiative, but referring problems and anything with policy and resource implications to Line Manager, undertaking any other duties commensurate with the grade and as mutually agreed.
15. To ensure that Bradford Childrens Trust and Service procedures and regulations are adhered to for safeguarding, health & safety, and finance.

#### **Structure:**



<b>Knowledge and Skills : Essential for shortlisting</b>		<b>Essential</b>
<b>Applicants with disabilities are only required to meet the essential special knowledge requirements shown by a cross in the end column.</b>		
Due to the Governments Fluency in English Duty for posts where employees speak directly to members of the public the post holder is required to meet the <u>Advanced threshold</u> level (which will be applied where the post requires a greater level of sensitive interaction with the public. You must be able to demonstrate that you can express yourself fluently and spontaneously (this will be tested during the interview)		x
Uses and has applied knowledge of Health, Safety and Environmental policies, procedures and regulations including risks in Youth Work		x
Uses a range of basic IT packages		x
Ability to adopt a process of continual improvement and suggest ways of working more efficiently and effectively to improve service delivery.		x
Knows and understands how to use, interpret, handle and communicate information		x
Demonstrate knowledge of working with the issues affecting young people which are important and impact on the lives of young people, Including specifically exploitation, gangs and serious violence,		x
Demonstrate knowledge and ability to work with young people who have been trafficked		x
Identify what are the most important skills when building relationships with young people		x
Demonstrate the ability to apply an understanding of equality of opportunity and voluntary participation in a youth work situation.		x
To deliver the skills to enable young people to work effectively in groups		x
To work as part of a team to deliver responsive, needs led youth work interventions, at unsociable hours (including day, night and weekends)		x
Knowledge of working with vulnerable young people and to be effective in empowering young people to achieve their planned outcomes.		x
<b>Relevant experience requirement: Will be used for shortlisting</b>		
Working with young people 11-19 (25 with a disability / vulnerability) in a variety of contexts (including detached and street based interventions)		
<b>Relevant professional qualifications requirement: Will be used for shortlisting</b>		
JNC Youth and Community Work qualification or other relevant qualification at Level 6 or above.		
<b>Core Employee competencies to be used at the interview stage.</b>		
<b>Carries Out Performance Management</b>		
Covers the employee's capacity to manage their workload and carry out a number of specific tasks accurately and to a high standard.		
<b>Communicates Effectively</b>		
Covers a range of spoken and written communication skills required as a regular feature of the job. It includes exchanging information/building relationships; giving advice and guidance; counselling, negotiating and persuading and handling private, confidential and sensitive information.		
<b>Carries Out Effective Decision Making</b>		



Covers a range of thinking skills required for taking initiative and independent actions within the scope of the job. It includes planning and organising, self-effectiveness and any requirements to quality check work.

**Undertakes Structured Problem Solving Activity**

Covers a range of analytical skills required for gathering, collating and analysing the facts needed to solve problems. It includes creative and critical thinking; developing practical solutions; applying problem solving strategies and managing interpersonal relationships.

**Operates with Dignity and Respect**

Covers promoting equality, treating all people fairly and with dignity and respect, maintains impartiality/fairness with all people, is aware of the barriers people face.

**Working Conditions:**

The post holder must be able and prepared to work flexible hours, which will include early mornings, regular evening and occasional weekends.

Must be able to perform all duties and tasks with reasonable adjustment, where appropriate, in accordance with the Equality Act 2010 in relation to Disability Provisions.

**Special Conditions:**

Must be legally entitled to work in the UK

No contra-indications in personal background or criminal record indicating unsuitability to work with children/young people/vulnerable clients/finance or hold a position of trust  
(An enhanced DBS check is required for this post)

<b>Date:</b> October 2018 <b>Amended July 2021,</b> <b>Amended May 2023</b> <b>Aug 2023</b>	<b>Grade</b> <b>Assessment</b> <b>Date:</b>	<b>Post Grade:</b> <b>JNC 16/19 (qualified youth work practitioners) and</b> <b>SO1 (for other related Level 6 qualified</b> <b>practitioners)</b>
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