


Page 1 of 5	JOB DESCRIPTION & PERSON SPECIFICATION		
Post:	Youth Worker		
Last Version:	June 2011		
Version No:	3	Version Effective Date:	Apr 2016

Position:	Youth Worker
Salary:	£9.00 per hour
Hours:	Supply/Adhoc hours (Will include evenings and weekends)
Reports to:	Youth Team Manager


Summary of Purpose

To work as part of a dynamic part of the Goodwin youth team. The Post holder will be part of the wider Children and Young People's theme and as part of the youth team will link closely with the Children's Centres supporting delivery in order to meet the needs of young people and their families. The post holder will be line managed by the Youth Project Team Leader. The Goodwin youth project worker will be mainly working within the Riverside and Wyke area with a focus on the Thornton Estate.

The role includes outreach and detached youth work, supporting the delivery of the NEET contract, working with young people, their families and the children's centres to offer a wider service during school holidays and through targeted work led by children's centre colleagues. The role also includes working with other agencies and organisations including local primary and secondary schools.

Roles and Responsibilities

- Work as a proactive member of the Goodwin Development Trust Youth Project team contributing to a timetable of activities, events, contract delivery, including NEETS, and open and outreach sessions.
- Support the delivery of high quality services across Goodwin sites that meet the needs of children and young people.
- Work with internal and external partners including Hull City Council and local schools to support the delivery of a flexible youth offer.
- Use Restorative Practice methodology.
- Ensure that risk assessments and all other health and safety considerations are complied with to maintain the safety of the children and young people.
- Understand Child Protection procedures and the Goodwin Development Trust policy and procedure and ensure the safety and protection of children and young people at all times.
- Support the lead worker to undertake Common Assessment Framework (CAF) as required.
- Have an understanding of the Every Child Matters outcomes framework and the extended services core offer.

Page 2 of 5	JOB DESCRIPTION & PERSON SPECIFICATION		
Post:	Youth Worker		
Last Version:	June 2011		
Version No:	3	Version Effective Date:	Apr 2016

- Plan activities and events during school holidays and evenings with colleagues in order to offer a wide range of experiences for the children and young people in the area.
- Support the children's centres agenda in the Riverside and Wyke locality through signposting sessions and communicating with colleagues.
- Contribute to both verbal and written update reports as required by the delivery officer.
- Consult regularly with young people and their families to ensure that the services offered meet their needs.
- Work as part of a team with staff, students and volunteers and the wider Goodwin services
- Reflect on the delivery to ensure that it continues to meet needs and is of a high quality.
- Contribute towards funding bids and monitoring of projects.
- Undertake a range of internal and external training to further develop professional skills.

General


The above principal accountabilities are not exhaustive and may vary without changing the character of the job or level of responsibility

The above duties may involve having access to information of a confidential nature, which may be covered by the Data Protection Act. Confidentiality must be maintained at all times.

The post holder must be flexible to ensure the operational needs of GDT and partnership organisations are met. This includes undertaking duties of a similar nature and responsibility as and when required.

GDT is committed to safeguarding and promoting the welfare of every child, vulnerable adult and service user and expects all staff and volunteers to share this commitment and participate in training as required. The post holder shall comply with measures that are introduced to ensure equality of opportunity and non-discrimination and will be expected to promote and follow all current Goodwin Development Trust policies and procedures.

The Health & Safety at Work Act (1974) and other legislation places responsibilities for Health & Safety on all employees. Therefore, it is the post holder's responsibility to take reasonable care for the Health and Welfare of him/herself and other employees in accordance with legislation and GDT specific Health & Safety policies and procedures. It is the responsibility of the individual to inform the Health & Safety Department and their line manager (In Strictest Confidence) of any health related issues which could affect their work duties and require measures to be implemented to ensure the post holder can carry out their duties safely.

Page 3 of 5	JOB DESCRIPTION & PERSON SPECIFICATION		
Post:	Youth Worker		
Last Version:	June 2011		
Version No:	3	Version Effective Date:	Apr 2016


Where the post holder is disabled every effort will be made to supply all the necessary employment aids, equipment or adaptations to enable him/her to perform the full duties of the job. If however, a certain task proves to be achievable then job redesign will be given full consideration.

It is the responsibility of the individual to inform the Health & Safety Department (In Strictest Confidence) of their medical history and any changes which could affect their work duties.


Person Specification

Technical Competencies (Experience and Knowledge)		Essential (E) or Desirable (D)
T1	Full Driving Licence	D
T2	Experience in youth work	D
T3	Be willing to submit to an Enhanced Criminal Records Bureau Check	E
T4	Demonstrate a commitment to undertaking a recognised qualification in work with older children and young people/ youth work to level 3. To begin within 3 months of being in post unless already qualified to the requirements of the workforce strategy.	E
T5	Have knowledge of risk assessment & Health & Safety requirements	E
T6	Have experience of teamwork and a commitment to this way of working	E
T7	Have knowledge of Child Protection Policy & Procedures	E
T8	Have knowledge & understanding of Every Child Matters & Common Assessment Frameworks	E
T9	Have experience & knowledge of working with difficult, disadvantaged & disengaged young people	E
T10	Ability to use Microsoft Outlook & other MS packages	D
T11	Possess excellent communication skills	E
T12	Ability & confidence to develop & deliver written & verbal reports/presentations to internal & external partners	D
T13	Flexibility to participate in occasional residential weekend activities	E
T14	Possess a flexible/can do approach to work	E
T15	Manual Handling & First Aid qualification	D

Mandatory Training Relevant to the Role (Training will be provided)

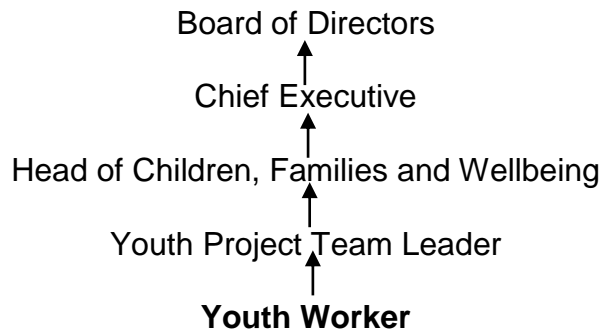
Page 4 of 5	JOB DESCRIPTION & PERSON SPECIFICATION		
Post:	Youth Worker		
Last Version:	June 2011		
Version No:	3	Version Effective Date:	

Training	Essential	Desirable	N/A
Administration & Management of Medicines		X	
Breastfeeding Awareness (1 hour or 18 hour)			
Case Management Training (RBL)			
Conflict Management (Managing Aggression & Violence)	X		
Customer Services Training		X	
Data Protection and Information Sharing	X		
Domestic Violence Awareness			
Domestic Violence Routine Enquiry			
Drugs & Alcohol Awareness	X		
Equality & Diversity Awareness		X	
Estart Training			
Explore the Impact of Child Sexual Abuse			
Explore the Impact of Neglect			
Family Star Training			
Fire Safety Awareness / Fire Marshal Training	X		
First Aid at Work (3 days)			
First Aid at Work – Emergency (1 day)	X		
First Aid - Paediatric			
Food Hygiene Level 2		X	
Health & Safety Awareness	X		
Health & Safety at Work Level 2			
Health & Safety at Work Level 3			
Health & Safety COSHH			
Health & Safety IOSH Directing Safety			
Health & Safety IOSH Managing Safety			
Henry Training			
Induction to Care			
Infection Control			
Internal Verifier			
ITQ Level 1 (IT Qualification)			
ITQ Level 2 (IT Qualification)			
Manual Handling	X		
Moving and Handling (Danny's Dream)			
Medication Awareness			
Mental Capacity Act			
Mental Health First Aid	X		
Performance Review Training			
Reviewer Training			
Risk Assessment Training			
Safeguarding Adults	X		
Safeguarding Children Level 1	X		
Safeguarding Children Level 2			
Safeguarding Co-ordinator NSPCC			
Safer Recruiting			
Step Stools			
Supervision Training			

Page 5 of 5	JOB DESCRIPTION & PERSON SPECIFICATION		
Post:	Youth Worker		
Last Version:	June 2011		
Version No:	3	Version Effective Date:	Apr 2016

Systematic Practice			
Threshold Training			
Train the Trainer			
Working with Parents			

Organisation Structure



REVIEW ARRANGEMENTS:

<p>The details contained in this Job Description reflect the content of the job at the date it was prepared. However, it is inevitable that over time, the nature of the job may change. Existing duties may no longer be required and other duties may be gained without changing the general nature of the post or the level of responsibility entailed. Consequently, the job description will be revised from time to time and GDT will consult with the post holder at the appropriate time.</p>			
Version No:		Version Effective Date:	
Name employee:			
Signature:		Date:	
HR Department:			
Signature:		Date:	