

JOB DESCRIPTION & PERSON SPECIFICATION

Job Title: Youth & Community Development Worker



PURPOSE OF JOB:

The primary aim is to encourage greater community cohesion across all age groups and support young people 7-18, to move successfully through education into adulthood and working life. The role will support and lead the planning, delivery, and evaluation of youth provision across identified locations in Woldham and Snodland. They will also use a strength based and relational approach to enable residents to access a range of opportunities whilst supporting those at risk and most vulnerable. Through high quality provision via open access, group work, holiday activities, one to one and outreach, including interventions, support those at risk of antisocial behaviour and enhancing personal and social skills, which result in identifiable positive outcomes and lasting change. They will work collaboratively across the wider community, and partner agencies to ensure that all residents receive a seamless and effective service.

1	Working directly with young people (7 – 18) to develop their personal and social development by engaging them through the provision and delivery of community based positive activities and interventions
2	To support and lead the planning, delivery and evaluation of community-based sessions, offering a diverse range of activities that will ensure an actively engaged community. This will include taking the lead on different workstreams, such as in the effective running of centre-based provision, outreach and holiday activity programmes
3	To work collaboratively across the wider community, and partner agencies in advocating, signposting, and supporting residents through community provision and interventions addressing factors including barriers to education and isolation with the aim of improving physical, mental health and well-being (including financial and economic)
4	Post holders will be required to remain up to date with young people's needs and take a proactive approach to developing new responses to the changing and emerging needs of young people.
5	Guide and support people in developing other lifestyle choices, encouraging their participation in their community including the broad range of local clubs and societies which are available (e.g., local Youth Centre's and projects, Youth Action Groups, sports clubs, etc)
6	Assisting in the provision of advice and support to local community groups and agencies.
7	Recruit, motivate, and support of volunteers
8	To provide timely and appropriate recording of information in respect of the work undertaken, ensuring it is accurate and up to date in relation to local and national guidance and standards
9	Engage in relevant training to maintain knowledge and skills; understanding and awareness of safeguarding; risk management; youth justice; and effective community work to maintain high standards in the role and to facilitate professional advice and support to others.
10	To attend and contribute to regular team meetings, locality meetings and other events as required. To participate in regular supervision and appraisals with your line manager.
11	The post holder will be expected to work outside of normal office hours as required including evenings and weekends
12	Remain up-to-date and compliant with all relevant legislation, organisation procedures and policies relating to the role
13	To deliver excellent customer service incorporating the council's equality and diversity of opportunity, and supporting the council to achieve best practice in all it delivers. Creating a positive image of the council as an employee.

PERSON SPECIFICATION

Requirements	* Where identified	Essential (E) Desirable (D)
EDUCATION		
A recognised professional qualification relevant to this area of work	A.	D
EXPERIENCE		
Recruiting, training, and managing volunteers	A, I	E
Supporting/working with young people in group and/or 1-2-1 settings including those vulnerable and at most risk	A, P, I.	E
Planning and delivery of activities and programmes.	A, P, I.	E
Communicating with young people, professionals, councillors and communities, responding to need and supports positive relationships	A, P, I.	E
Knowledge of safeguarding and risk management to support a commitment to health and safety of staff, volunteers and service users	A, I.	E
Knowledge of the current issues that affect today's society in order that residents receive the right support, guidance and you reach them in a way which is effective for the individual	A, P, I.	E
ABILITIES		
ICT skills to enable prompt, accurate and clear recording of the engagement and achievements in line with service requirements	A, I.	D
To encourage, motivate and at times challenge people to achieve sustainable change.	A, P, I.	E
To deliver actions in line with Children's Services policies and procedures. To seek to reduce the risks to young people and communities and to ensure the safety and wellbeing of residents.	A, I.	E
Be a key team player and work closely with staff, councillors and workers from other agencies, local authorities, and organisations	A, I.	E
Ability to problem solve and respond appropriately to a variety of situations	A,I	E
Able to recognise and deal with discrimination in its many forms and willing to actively put the council's equality policies into practice.	A, I	D
Current D1 driving licence/ability to travel across the county	A, I	E
Identifying and pursuing sources of funding for projects that will help improve and extend services	A, I	D

*A = Application form T = Test/Assessment I = Interview P = Presentation

GENERAL

The postholder is required to take personal responsibility for contributing to organisational transformation and changes in ways of working, maximising the benefits for the community, including the promotion of intergenerational projects. The postholder is expected to work to Wouldham Parish Councils Code of Conduct and to carry out the duties in accordance with the Councils policies.

Other Duties - The duties and responsibilities in this job description are not exhaustive. The post holder may be required to undertake other duties within the general scope of the post. Any such duties should not substantially change the general character of the post. Duties and responsibilities outside of the general scope of this grade of post will be with the consent of the post holder.

Safeguarding - All employees need to be aware of the possible abuse of children and vulnerable adults and if you are concerned you need to follow the Tonbridge and Malling Councils Safeguarding Policy. In addition, employees working with children and vulnerable adults have a responsibility to safeguard and promote the welfare of children and vulnerable adults during the course of their work. The postholder will need to have passed an enhanced DBS check.