



JOB DESCRIPTION

JOB TITLE	Youth Support Worker
RESPONSIBLE TO	TACTIC Centre Manager
GRADE	Spinal Point 1
SALARY	£17,842 pro rata
HOURS	10 hours per week
LOCATION	Teenage Information and Advice Centre (TACTIC), 17 Hockliffe Street and in offsite satellite venues (Linslade Memorial Pavilion and Astral Park)

JOB SUMMARY

To assist and support services for young people which contribute to their personal development and social education in conjunction with the Leighton-Linslade Town Councils vision and corporate aims.

Assist in the day-to-day running of the Centre and its satellite projects. To have initial contact with young people and encourage their involvement in the Centres programme.

DUTIES AND RESPONSIBILITIES

1. To assist and support the programme of youth work aimed at promoting and ensuring the personal and social development of young people.
2. To have initial contact and foster working relationships with young people to encourage them to participate in TACTIC service's youth work programmes.
3. To supervise generic areas of the TACTIC centre and/or satellite venues and refer young people to other colleagues for specialist support.
4. Ensure the TACTIC centre and/or satellite venue is presentable prior to opening i.e. general housekeeping and tidying.
5. To carry out simple/basic administrative duties, as requested.
6. To be aware of and report any concerns for the Health & Safety and protection of young people for whom the service is provided; for the safeguarding of premises, furnishings and equipment use. Give due care to the protection of young people from harm in line with Child Protection Policies and guidelines

7. Participate in training relevant to the post.
8. Carry out any other duties within the scope and grade of the job as may be required from time-to-time.

GENERAL

9. Maintain confidentiality at all times in respect of Council-related matters and prevent disclosure of confidential and sensitive information.
10. Adhere to all internal timescales
11. Understand the Town Council's governing policies and procedures (in particular Health and Safety and Data Protection) and understand your responsibility to comply with the requirements.
12. Undertake any other duties of a similar level and responsibility as may be required.

NOTE: As the holder of this post will be working with young people, you will be subject to a Disclosure and Barring Check

PERSON SPECIFICATION

Attributes	Essential	Desirable
Education and Training	Educated to GCSE level with Maths and English at Grades A-C or equivalent	First Aid qualification Youth Work Level 1 or 2
Relevant Experience	Some experience of work with young people aged 12- 19yrs	Youth work delivery
Knowledge	Some knowledge of issues affecting young people	Youth work theory Some understanding of Health and Safety in the Work Place Awareness of child protection practices and procedures including confidentiality policies

<p>Skills & Abilities</p>	<p>Able to work as part of a team and support others in delivery of programmes</p> <p>Possess the ability to build and maintain professional relationships with young people and colleagues</p> <p>Able to work at the specified work times including occasional Saturdays</p> <p>Able to follow Council protocols and instructions</p>	<p>Able to demonstrate an ability to prioritise tasks</p> <p>Willingness to undertake further training as appropriate</p> <p>Computer literate</p>
<p>Other Attributes</p>	<p>Must be flexible and reliable</p> <p>Must possess a non-judgemental attitude</p> <p>Must be positive and welcoming</p> <p>Must strive to promote the positive aspect of Youth Work</p> <p>Able to undertake lifting and handling of equipment, e.g. move tables and chairs, carry equipment, etc.</p> <p>Able to work up to 6 weekends per annum if required</p> <p>Able to travel and work at a variety of locations across the Town</p>	<p>Willingness to undertake further training as appropriate</p>

Other Provisions (pro rata)

Annual leave 23 days

Annual leave after 5 years completed service 27 days

Annual Leave after 10 years completed service 29 days

Bank Holidays, plus 3 extra statutory days (in addition to annual leave entitlement).

Working hours will be based on a rota system and will include evenings and weekends. The Centre is open Monday - Friday 3pm – 6pm and occasional events at weekends.

Overtime is not permitted unless expressly agreed in advance by the Town Clerk. Agreed additional hours should usually be taken as time off in lieu.

Period of Notice - one month.

Probationary period – six months.

Leighton-Linslade Town Council is an equal opportunities employer.

This is a description of the job as it is at presently constituted. It is the practice of this Council to periodically examine employees' job descriptions and to update them to ensure that they relate to the job as then being performed, or to incorporate whatever changes are being proposed. Management, in consultation with the employee, conducts this procedure. It is the Council's aim to reach agreement to reasonable changes, but if agreement is not possible the Council reserves the right to insist on changes to your job description after consultation with you.

Name of Postholder

Signature of Postholder

Signature of Line Manager

Signature of Town Clerk

Date