

JOB DESCRIPTION

JOB TITLE	Youth Support Worker
SALARY	£17,364 pro rata
HOURS	7 hours per week - Monday and Wednesday - This is a fixed term post up to 31 st March 2020
LOCATION	Teenage Information and Advice Centre, 17 Hockliffe Street and Satellite Outreach Projects
RESPONSIBLE TO	Tactic Centre Manager

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

- To assist and support the programme of youth work aimed at promoting and ensuring the personal and social development of young people
- To have initial contact and foster working relationships with young people to encourage them to participate in the Centres youth work programmes.
- To supervise generic areas of the centre and refer young people to other colleagues for specialist advice or support.
- Ensure the Centre is presentable prior to opening i.e. general housekeeping and tidying.
- To carry out simple/basic administrative duties, as requested.
- 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
- Participate in training relevant to the post.
- Carry out any other duties within the scope and grade of the job as may be required from time-to-time.
- Maintain confidentiality at all times in respect of Council-related matters and prevent disclosure of confidential and sensitive information.

- Adhere to all internal timescales.
- 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.
- 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

<i>Attributes</i>	<i>Essential</i>	<i>Desirable</i>
Education and Training	Educated to GCSE level with Maths and English at Grades A-C or equivalent	First Aid qualification Computer literate
Relevant Experience	Some experience of work with young people aged 12- 21yrs	
Knowledge	Some knowledge of issues affecting young people	Some understanding of Health and Safety in the Work Place Awareness of child protection practices and procedures including confidentiality policies
Skills & Abilities	Able to work as part of a team and support others in delivery of programmes Posses the ability to build and maintain professional relationships with young people and colleague	Able to demonstrate an ability to prioritise tasks Willingness to undertake further training as appropriate
Other	Must be flexible and reliable Must posses a non-judgemental attitude	Willingness to undertake appropriate internal training
Attributes	Must be positive and welcoming. Must strive to promote the positive aspect of Youth Work Able to work at the specified times including Saturdays Able to work up to 6 weekends per annum Able to travel and work at a variety of locations across the Town as and when required	

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 Mon, Tues, Wed and Fri 3pm – 6pm, Thurs 3pm – 7pm and occasional evens 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: