

## **JOB DESCRIPTION & PERSON SPECIFICATION**

<b>Group:</b>	Community and Children's Services
<b>Division:</b>	Community and Children's Services
<b>Section:</b>	Communities, Wellbeing and Resilience Service
<b>Sub Section:</b>	Youth Engagement and Participation Service
<b>Post Title:</b>	Community Youth Offer Co-ordinator
<b>Vision Post Number:</b>	
<b>Grade:</b>	GR9
<b>Responsible to:</b>	Youth Engagement and Participation Team Leader
<b>Posts Reporting to this Post:</b>	Engagement Support Officers Casual staff (as required)
<b>Team:</b>	Youth Engagement and Participation Service
<b>DBS Required Level:</b>	Enhanced
<b>Location:</b>	RCT
<b>Date of Description:</b>	April 2018

### **KEY OBJECTIVES**

**To facilitate the delivery of a high quality Youth Engagement and Participation Service within a particular locality area.**

**To support the Authority in its work in improving young people's resilience, which is aligned to the council Resilient Family Programme.**

**Provide line management for the Engagement Support Workers and causal support staff (as required)**

**To work collaboratively with other organisations and services that support young people to create a responsive community open access youth work offer for young people across RCT**

## **SPECIFIC RESPONSIBILITY**

1. To have lead responsibility for the development and delivery of Youth Engagement and Participation Service activities within a particular locality area, that supports young people to improve their resilience. This includes taking lead responsibility for the delivery of youth work activities in schools, community settings, youth clubs, blue light disco's (Club Fusion) and support for targeted interventions led by the Youth Engagement Officers. This will include activities that take place in a range of settings in the evenings, during weekends and school holidays.
2. To deliver a comprehensive community based open access youth work offer for young people within a designated locality that is developed in partnership with schools and community groups to ensure provision is aligned with local needs and service priorities
3. To ensure Youth Engagement and Participation activities are targeted at young people identified through the vulnerability profiling with a particular focus given to those young people identified as amber in order to ensure those most at risk of disengaging from learning are actively engaged with the service
4. To have lead responsibility for managing the YEPS activity budget for a designated locality and ensure that the Councils finance policies and procedures are adhered to and complied with.
5. To ensure that the Youth Engagement and Participation service activity and transport procurement framework and processes are adhered to and complied with at all times.
6. To liaise with the Youth Engagement and Progression Officers and the Youth Engagement Officers to ensure regular and on going consultation with young

people in order to develop needs led activity programmes. This includes having close working relationships with local youth forums.

7. To lead on collaborative work with a range of public, private and voluntary sector partners to secure a sustainable youth activity offer for young people in RCT. This includes accountability for ensuring joint planning and delivery of youth provision and activities.

8. To provide line management of Engagement Support Workers and casual support staff (as required) operating within the locality area, ensuring that YEPS activities are appropriately staffed at all times.

9. To ensure sound decision making judgements in respect of child protection matters, responding appropriately when a child or young person is living in unsafe, harmful or vulnerable circumstances

11. To be responsible for working within Local Authority Health and Safety and Lone Working policies and comply with service guidance and safeguarding advice as relates to the work of the Youth Engagement and Participation Service.

12. To prepare and provide information, records and returns as required by the Youth Engagement and Participation Service.

13. To be responsible for the administrative tasks and data recording associated with the delivery of Youth Engagement and Participation activities within the designated locality.

14. To work collaboratively with a range of services in offering integrated planned and co-ordinated support to children, young people and families living in challenging circumstances

15. To assist the Youth Engagement and Participation Team Leaders in developing service wide thematic areas such as Education, Employment and Training; Information, Advice and Guidance; Consultation, Participation and Rights; and Leisure, Sporting and Cultural opportunities, delivering a visible community based youth service, providing early intervention and prevention support to young people to improve young people's resilience.
16. To ensure that all quality assurance mechanisms, safeguarding and health and safety policies and procedures are adhered to at all time, including EVC.
17. To take personal responsibility for keeping up to date with national guidance, changes to legislation and new strategies which might impact on this role.
18. To identify own training needs and the training needs of support staff and undertake appropriate training with the agreement of the Youth Engagement and Participation Team Leader
19. To ensure all service related paperwork is completed to a high standard at all times.
20. To maintain and store accurate case recording in accordance with requirements and standards, communicating effectively with a range of professionals and sharing appropriate information in line with agreed protocols for the benefit of children and families.
21. To interpret, analyse and use locality data to identify trends and inform activity plans within the locality.
22. To ensure that data is routinely collected and analysed to evaluate service activity effectiveness and impact



23. To participate fully in feedback and supervision with the Youth Engagement and Participation Team Leader.

24. To contribute to the development of a positive team ethos and a culture of high professional standards, conduct and practice.

To carry out health and safety responsibilities in accordance with the Division's Health & Safety Responsibilities document.

To undertake such other duties and responsibilities commensurate with the grade, as may be reasonably required by the Service Director, or as a mutually agreed development opportunity.

**THE CONTENTS OF THE DOCUMENT WILL BE SUBJECT TO REVIEW FROM TIME TO TIME IN CONSULTATION WITH THE POST HOLDER. JOB DESCRIPTIONS MAY BE AMENDED TO REFLECT AND RECORD SUCH CHANGES.**

***Protecting Children and Vulnerable Adults is a core responsibility of all staff. All safeguarding concerns should be reported to the Cwm Taf Multi-Agency Safeguarding Hub (MASH).***



## PERSON SPECIFICATION

This Person Specification sets out the knowledge and / or qualifications, past experience and personal competencies that would be ideal for this particular post.

The **Knowledge/ Qualifications and Experience** sections describe what is required in terms of the technical ability that is needed to do this job successfully.

The **Competencies** section describes the kinds of non-technical skills, abilities and personal characteristics that the ideal person for this particular role would have. The competencies describe how that person would ideally work with other people and how they would approach their responsibilities.

The **Special Conditions and Professional Requirements** section describes any other qualities appropriate to the particular circumstances associated with this role.

ATTRIBUTE	ESSENTIAL	DESIRABLE
<b>KNOWLEDGE / EDUCATION</b>	<p>Level 3 qualification in Youth and Community Work</p> <p>A sound knowledge and understanding of the legislation relating to Safeguarding Children and Young People</p> <p>Sound knowledge and understanding of National Policies relating to Youth Work e.g. Extending Entitlement, Youth Work in Wales: Principles and Purposes</p> <p>Sound Knowledge of key national strategies that relate to Youth Work e.g. National Youth Work Strategy</p> <p>Welsh Language Level 1 - All employees will be required to undertake a basic Welsh Language Induction to reach this level. Please refer to The Welsh Language Skills Guidance online <a href="http://www.rctcbc.gov.uk/WelshSkills">www.rctcbc.gov.uk/WelshSkills</a></p>	<p>Degree in Youth and Community Work (or Level 6 equivalent) / Post Graduate Diploma in Youth and Community Work (or Level 7 equivalent)</p> <p>Welsh Language Level 2 - Level 5. Please refer to The Welsh Language Skills Guidance online <a href="http://www.rctcbc.gov.uk/WelshSkills">www.rctcbc.gov.uk/WelshSkills</a></p>
<b>EXPERIENCE</b>	<p>Experience of working with schools, children and young people</p> <p>Experience of inter agency partnership working in a community setting.</p> <p>Experience of budget monitoring and financial planning</p> <p>Experience of procuring services</p> <p>Interpretation and analysis of data in order to plan service delivery</p> <p>Line management experience</p>	<p>Experience of group work with young people and/or families.</p>

<b>COMPETENCIES</b>	
<b>Working with partners</b>	<p>Works to overcome conflicting viewpoints for the best interest of the service user</p> <p><b>Actively identifies partners and community networks that can be used for the benefit of the service user</b></p> <p>Ensures that everyone has a clear idea of what their roles are and what they are trying to achieve</p>
<b>Working with team members</b>	<p><b>Contributes to a strong team spirit of shared responsibility and co-operation</b></p> <p>Asks for support when needed</p>
<b>Communicating effectively</b>	<p>Genuinely listens to others' views, openly considering what they are saying</p> <p><b>Keeps a flow of information going to allow quick resolution of issues or queries</b></p>
<b>Looking after the service users' best interests</b>	<p><b>Listens to the views of the service user and includes those involved with the service users, to define the best ways forward</b></p> <p>Is able to look broadly at the options possible and works alongside the service users to seek out possibilities.</p>
<b>Achieving Results</b>	<p>Takes responsibility</p> <p>Is able to work effectively when under pressure</p> <p>Is flexible, can switch tasks/roles/priorities to deal with new demands, changes or new information.</p>
<b>SPECIAL CONDITIONS AND PROFESSIONAL REQUIREMENTS</b>	<p>Flexible working arrangements</p> <p>Competent ICT skills</p> <p>The postholder will need to travel independently throughout the Borough Council</p>