

JOB DESCRIPTION & PERSON SPECIFICATION

Group:	COMMUNITY AND CHILDREN'S SERVICES
Division:	Public Health, Protection and Community Services
Section:	Community Wellbeing and Resilience
Sub Section:	Youth Engagement and Participation
Post Title:	Engagement Support Officer
Vision Post Number:	13772
Grade:	GR6
Responsible to:	Community Youth Offer Coordinator
Posts Reporting to this Post:	
Team:	Youth Engagement and Participation Service
DBS Required Level:	Enhanced
Location:	Rhondda Cynon Taf
Date of Description:	May 2018

KEY OBJECTIVES

To assist the Community Youth Offer Coordinators, Youth Engagement Officers and Youth Engagement and progression Officers in the delivery of a high quality Youth Engagement and Participation (YEP) Service

SPECIFIC RESPONSIBILITY

1. To assist with the planning, implementation and evaluation of the agreed programme of youth work activity in consultation with young people. This will

include activities that take place in a range of settings in the evenings, during weekends and school holidays.

2. To prepare, deliver and evaluate learning activities in a range of settings in accordance with the Youthwork Curriculum Strategy as directed by the Team Leader.
3. To ensure the wellbeing of young people by adhering to safeguarding and health and safety policies and child protection procedures at all times.
4. To undertake general supervisory duties when working in a centre environment with young people
5. To ensure that the planned activities can be accessed, and allow full participation, by all young people
6. To assist with competitions, events and functions as required.
7. To challenge prejudice, and actively promote equal opportunities.
8. To operate within Local Authority Health and Safety and Lone Working policies when undertaking the role, especially when undertaking community based youth work activities
9. To develop and maintain positive relationships with young people and provide a positive role model
10. To work on own initiative and as part of a team
11. To ensure all service related paperwork is completed to a high standard and maintained regularly

12. To ensure that the guidelines relating to confidentiality are maintained at all times

13. To undertake appropriate staff development opportunities in order to keep up to date with developments in youth work.

14. To participate in supervision meetings with the Community Youth Offer Coordinator

15. To undertake other duties, commensurate with grade, as agreed by the Community Youth Offer Coordinator

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
KNOWLEDGE / EDUCATION	<p>Level 3 qualification in Youth and Community Work</p> <p>Sound knowledge and understanding of this issues facing young people</p> <p>Sound knowledge and understanding of Child Protection processes and procedures</p> <p>An understanding of the mechanisms for involving young people in decision making</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 www.rctcbc.gov.uk/WelshSkills</p>	<p>Welsh Language Level 2 - Level 5. Please refer to The Welsh Language Skills Guidance online www.rctcbc.gov.uk/WelshSkills</p> <p>Relevant qualifications in Education, Sports, or Social Care</p> <p>Sound knowledge and understanding of Youth Work policy e.g. Extending Entitlement, Youth Work Curriculum Statement for Wales</p>
EXPERIENCE	<p>Experience of working with young people</p> <p>Experience of working with a range of partners involved in work with children and young people</p>	<p>Experience of working with schools and parents</p> <p>Experience of group work with pupils and/or families</p>
COMPETENCIES		
Working with partners	<p>Works to overcome conflicting viewpoints for the best interest of the service user</p> <p>Actively identifies partners and community networks that can be used for the benefit of the service user</p> <p>Ensures that everyone has a clear idea of what their roles are and what they are trying to achieve</p>	
Working with team members	<p>Contributes to a strong team spirit of shared responsibility and co-operation</p> <p>Asks for support when needed</p>	

Communicating effectively	<p>Genuinely listens to others' views, openly considering what they are saying</p> <p>Keeps a flow of information going to allow quick resolution of issues or queries</p>
Looking after the service users' best interests	<p>Listens to the views of the service user and includes those involved with the service users, to define the best ways forward</p> <p>Is able to look broadly at the options possible and works alongside the service users to seek out possibilities</p>
Achieving results	<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>
SPECIAL CONDITIONS AND PROFESSIONAL REQUIREMENTS	<p>Flexible working arrangements</p> <p>Competent ICT skills</p> <p>The postholder will need to travel independently throughout the Borough Council</p>