



Job Ref:	Job Description
Job Title	Youth and Community Development Worker
Salaries and Hours	Part Time hours: 18.75 hours per week Salary: £29,874 per annum pro rata
Reports to:	Youth Work Manager
Manages:	No formal line management responsibilities Supports Adult Volunteers, Senior Youth Workers and Youth Workers
Main Purpose of Job:	
<p>To provide support and guidance to volunteers and voluntary organisations who support young people and provide youth activities. Specifically:</p> <ul style="list-style-type: none"> • To develop and sustain new and member youth clubs ensuring that: <ul style="list-style-type: none"> ➤ Clubs provide safe activities for young people. ➤ Adult volunteers have the relevant clearance to work with young people. ➤ Clubs are run with the needs and interests of young people within the community as its primary focus. ➤ Clubs have the relevant access to resources and training to help them provide quality youth work activities. ➤ Clubs have support and access to accurate and relevant information. • To Provide operational support to Direct Delivery staff within their divisional region. <ul style="list-style-type: none"> ➤ To include planning: - session plans, staffing cover and issue-based problems. ➤ Provide support to groups in finding suitable locations at cost effective rates. ➤ Support direct delivery projects to become more sustainable. ➤ Support additional transitions within divisional region. • To deliver training to staff and volunteers. • To attend relevant meetings and training • To contribute to the outcomes identified in the Children and Young Peoples Plan and Young and Yorkshire. <p>And to work as a member of the wider Children and Young People Services and young people's workforce in North Yorkshire.</p>	
Main Responsibilities and Duties:	
	To identify the needs of young people, adult volunteers and voluntary organisations to develop provision in line with quality youth work practice.
	To support the provision of volunteer workforce development activities provided through NYY.
	To recruit appropriate adult volunteers
	To assist in the development of new provision alongside colleagues and partners by identifying areas of need.

	Apply knowledge and practical experience in providing resources and activities for young people
	To maintain a good level of understanding about the issues that young people face and the needs they may have
	To support the referral of young people and recording processes required for buddy activity
	To maintain accurate records of activity including managing volunteer expenses and data collection activities.
	Ability to run a universal youth work session.
	To support and develop opportunities to ensure that young people take an active role in evaluating and influencing the provision supported by NYY.
	To maintain a good level of understanding training opportunities available in the sector
	To contribute to providing safe and secure activities for all young people
	To be responsible for promoting and safeguarding the welfare of children and young people that you come in to contact with.
	To work within ethical, legal and regulatory procedural frameworks.
	To act as a positive role model for young people.
	Provide operational support to Senior/Young Person's Project Workers
	To support the sector by delivering or providing support to deliver appropriate activities for young people. For example Keyfund, young leader training, grants.
Contacts and Relationships	
	To establish rapport by maintaining respectful, trusting and professional relationships with young people
	To develop professional relationships with volunteer buddies, adult volunteers and staff within partner organisations.
	To establish and maintain effective and efficient working relationships within the NYY staff team.
	To establish effective working relationships with colleagues from a variety of organisations and agencies to develop support networks for young people
	Engage with relevant individuals, agencies and community organisations to promote NYY activity.
	To attend meetings and represent NYY and its work as required
Monitoring and Evaluation	
	Submit appropriate information to internal and external monitoring systems.
	To be able to produce good quality reports and case-studies.
	To understand the importance of consent and the relevant policy or procedure when obtaining consent from young people and/or their parent/carer.
	To be competent in the use of IT including accessing web based information and the use of email and texting
	To contribute to the quality systems of the organisation in line with requirements from external awarding bodies.

Corporate		
	Take a responsible approach to personal development: manage, update and record own skills to ensure current good practice is used to inform delivery.	
	To promote the work of NYY, supported clubs, young people and volunteer buddies in a professional and positive manner	
	To engage in the development of NYY to ensure the delivery of high quality provision for young people	
	Show a commitment to equal opportunities	
	Take responsibility for own health and safety and support colleagues and others to maintain health, safety and welfare within the working environment.	
	Notwithstanding the Job Purpose and Duties & Responsibilities included in this job description, you must be prepared to undertake additional tasks, duties and responsibilities at the discretion your line manager	
Flexibility		
	To recognise the need to respond flexibly to changing demands and challenges faced by young people and adult volunteers. You will be required to work on evenings and weekends and be required to manage your time to allow for this.	
Principle Working Relationships		
<u>Internal</u> Head of Youth Services Youth Work Manager Youth & Community Workers Youth Mentors NYY Senior Managers Administrators Senior Youth Workers Youth Workers <u>External</u> Young Peoples workforce Adult volunteers NYCC Early Help Youth Engagement Services		
Person Specification:	Essential	Desirable
Knowledge and Experience		
2 years' experience of working with young people	✓	
Experience of community development work	✓	
Experience of providing or supporting the provision of information, advice and guidance in a youth work setting		✓
Experience of working with or managing volunteers	✓	
Experience of providing training and workforce development opportunities to staff and volunteers	✓	
Experience of influencing change in a system like a school, youth centre or community.		✓

Understanding of the national and local policies related to working with young people	✓	
Knowledge about policies and procedures including those relating to safeguarding, and equality and diversity	✓	
Excellent communication skills: e.g. written, oral, and through IT media	✓	
Competent in the application and use of management information systems and IT including use of email, internet, and computer software packages.	✓	
An understanding about the developmental needs of young people		✓
Knowledge and experience of health and safety requirements, including lone working and working within unfamiliar communities.	✓	
Ability to ensure all activity is inclusive and promotes participation	✓	
Experience of working within the voluntary sector		✓

Qualifications		
Professional Youth Work Qualification at Level 3 or willingness to work towards one.	✓	
PTTLS, or a relevant teaching or training qualification at Level 3 or above or willingness to work towards one.		✓
Qualifications related to accredited training activity such as an assessor award or similar		✓
Holds a valid first aid certificate		✓
Skills and attributes		
Ability to relate to young people	✓	
Able to work effectively on own initiative and as part of a team	✓	
Excellent organisational skills	✓	
Able to engage young people using innovative and creative practices	✓	
Ability to be adaptable and flexible in working practices	✓	
Ability to research and evaluate	✓	
Presentation skills – able to present to or advocate on behalf of young people to individuals and groups	✓	
Ability to persuade and motivate others to adopt a positive approach to education, training and employment.	✓	
Ability to organise own workload	✓	
Networking and partnership brokering skills	✓	
Ability to produce and maintain records to strict timescales	✓	
Ability to work as part of a team, especially a multidisciplinary team	✓	

Ability to work reflectively	✓	
Other Requirements		
Ability to work evening and weekends	✓	
Car Driver with access to vehicle for work purposes	✓	
DBS certificate	✓	
Willingness to undertake training and development relevant to the job	✓	