

JOB DESCRIPTION

Section: Charity Services

Post: Supply Youth & Community Support Worker

Reporting to: Youth and Community Manager

Salary: £12.27-£12.71 per hour

PURPOSE: Working as part of the Youth Team, the post holder will drive forward Child Dynamix commitment to achieving excellent outcomes for all children and young people working with individuals and groups in order to assist their development and learning through the identification of needs and the creation and delivery of appropriate youth work programmes.

Principle Accountabilities:	
1	To support the development of partnerships, projects and events which respond to young people's needs
2	To support the development of opportunities for children and young people to volunteer and become involved in planning, developing and evaluating the programme of activities
3	To support volunteers to engage effectively with children, young people and local residents in order to extend local provision and build strong community relationships
4	To be responsible for assisting with performance management processes through contributing to staff and team performance reviews and collection and submission of appropriate management information in order to demonstrate impact of provision
5	To contribute to and assist the development of an 'inclusive' youth work curriculum which facilitates children and young peoples' personal growth and social development
6	To work with colleagues from a range of services, stake holders and other partners to contribute towards achieving Child Dynamix vision and principles
7	To assist and participate in administrative and policy procedures which help to secure effective and safe provision for children, young people and staff members

General:

- The above principal accountabilities are not exhaustive and may vary without changing the character of the job or level of responsibility
- The above duties may involve having access to information of a confidential nature, which may be covered by the Data Protection Act. Confidentiality must be maintained at all times
- The post holder must be flexible to ensure the operational needs of Child Dynamix are met. This includes the undertaking of duties of a similar nature and responsibility as and when required, including evenings, weekends and holiday periods, throughout the various work places around the city
- To promote Child Dynamix Equal Opportunity Employment Policy
- The Health and Safety at Work etc. Act (1974) and other associated legislation places responsibilities for Health and Safety on all employees. Therefore, it is the post holder's responsibility to take reasonable care for the Health, Safety and Welfare of him/herself and other employees in accordance with legislation and Child Dynamix Safety Policy and Programme.
- Where the post holder is disabled, every effort will be made to supply all the necessary employment aids, equipment or adaptations to enable him/her to perform the full duties of the job. If, however, a certain task proves to be unachievable then job redesign will be given full consideration

Environmental commitment – Child Dynamix is committed to establishing and maintaining high standards of environmental protection and undertakes to be a responsible steward/guardian/protector of the environment. All team members are jointly responsible for minimising any adverse impacts on the Child Dynamix operations on the environment and wherever feasible, must use resources to meet today's need in a manner which does not adversely affect the environment or compromise the ability to meet the needs of future generations.

Health & Safety - responsible for ensuring the safety of clients, staff and self in accordance with the Health & Safety Policy and Procedures of the organisation and current legislation

Customer Care - responsible for fielding customer issues and ensuring that they are dealt with in accordance with the customer care systems and policies

Equal Opportunities - responsible for ensuring that all customers, clients and staff are treated in accordance with the policies and procedures of the organisation.

PERSON SPECIFICATION

SECTION: Charity Services

JOB TITLE: Supply Youth & Community Support Worker

SALARY: £12.27-£12.71

	Lower	Median	Upper	How Identified
Relevant Experience	<p>Experience of engaging with large groups of children and young people</p> <p>Experience of involving children and young people in service design, delivery and evaluation.</p> <p>Experience of working with volunteers.</p> <p>Experience of collecting and inputting data required for monitoring.</p> <p>Experience of developing work which promotes equality of opportunity.</p>	<p>2 years' experience of engaging with children and young people who could be considered as at risk, hard to reach or disconnected from their local community.</p> <p>Experience of involving children and young people in service design, delivery and evaluation.</p> <p>Experience of supporting volunteers to effectively work with young people</p> <p>Experience of working within partnerships with other agencies and organisations in order to achieve successful outcomes for children and young people.</p> <p>Experience of collecting and appropriately recording personal information and data required for monitoring.</p>	<p>3 years' experience of engaging with children and young people who could be considered as at risk, hard to reach or disconnected from their local community.</p> <p>Experience of involving children and young people in service design, delivery and evaluation.</p> <p>Experience of supporting and developing volunteers to work effectively with young people</p> <p>Experience of working within partnerships with other agencies and organisations in order to achieve successful outcomes for children and young people.</p> <p>Experience of collecting and appropriately recording personal information and data required for monitoring.</p> <p>Experience of monitoring the quality and impact of service delivery</p>	

Qualifications	<p>A commitment to continuous professional development which supports work with children and young people to a minimum of NVQ Level 2.</p> <p>Completed training in: Safeguarding Level 1 Health & Safety First Aid GDPR</p>	<p>Minimum of NVQ Level 2 or equivalent.</p> <p>Completed training in: Safeguarding Level 1 Health & Safety First Aid GDPR Sexual Health Mental Health</p>	<p>Minimum of NVQ Level 2 or equivalent.</p> <p>Completed training in: Safeguarding Level 1 Threshold Training Health & Safety First Aid GDPR Sexual Health Mental Health</p>	<p>Application and at Interview with a request for certificates.</p>
Special Knowledge	<p>Knowledge of the issues which impact on the lives of children and young people.</p> <p>Knowledge of methods, techniques and approaches which enable the effective engagement of children and young people.</p> <p>Knowledge of the benefits of partnership working.</p>	<p>Knowledge and understanding of the issues which impact on the lives of children and young people.</p> <p>Knowledge of methods, techniques and approaches which enable the effective engagement of children and young people.</p> <p>Knowledge of current thinking and strategies for encouraging children and young peoples' involvement in design, delivery and evaluation of services.</p> <p>Knowledge of the factors and principles which under-pin effective partnership working.</p>	<p>Knowledge and understanding of the issues which impact on the lives of children and young people.</p> <p>Knowledge of the range of national, regional and local strategies and policies designed to improve children and young people's health and well-being.</p> <p>Knowledge of methods, techniques and approaches which enable the effective engagement of children and young people.</p> <p>Knowledge of current thinking and strategies for encouraging children and young peoples' involvement in design, delivery and evaluation of services.</p>	<p>Application form and interview with a request for certificates. References</p>

			<p>Knowledge of the factors and principles which under-pin effective partnership working.</p> <p>Knowledge of Early Help and social care services and referral procedures.</p> <p>Knowledge and experience of using Outcome Stars Assessment tool or similar</p>	
Interpersonal Social & Communication skills	<p>Good interpersonal skills to include an ability to build relationships within Child Dynamix, with representatives of other organisations and with members of the public. Ability to communicate effectively and adapt approaches to communication in order to meet diverse need.</p> <p>Ability to challenge appropriately with respect.</p> <p>Ability to listen effectively and understand others perspective.</p> <p>Ability to be open and non-judgemental in discussing difficult issues with others.</p> <p>Ability to ask for feedback when appropriate</p> <p>Contribute to reports</p> <p>The ability to adapt information appropriately to differing abilities</p>	<p>Good interpersonal skills to include an ability to build relationships within Child Dynamix, with representatives of other organisations and with members of the public. Ability to communicate effectively and adapt approaches to communication in order to meet diverse need.</p> <p>Ability to challenge appropriately with respect.</p> <p>Ability to listen effectively and understand others perspective.</p> <p>Ability to be open and non-judgemental in discussing difficult issues with others.</p> <p>Ability to ask for feedback when appropriate</p> <p>Contribute to reports.</p>	<p>Good interpersonal skills to include an ability to build relationships within Child Dynamix, with representatives of other organisations and with members of the public.</p> <p>Ability to communicate effectively and adapt approaches to communication in order to meet diverse need.</p> <p>Ability to challenge appropriately with respect.</p> <p>Ability to listen effectively and understand others perspective.</p> <p>Ability to be open and non-judgemental in discussing difficult issues with others.</p> <p>Ability to ask for feedback when appropriate</p> <p>Produce reports.</p>	<p>Application form and interview with a request for certificates. References</p>

	Good knowledge of Microsoft Office	<p>The ability to present information to a group in a clear and coherent way</p> <p>The ability to adapt information appropriately to differing abilities</p> <p>Good knowledge of Microsoft Office</p>	<p>The ability to present information to a group in a clear and coherent way</p> <p>The ability to adapt information appropriately to differing abilities</p> <p>Good knowledge of Microsoft Office</p>	
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This Job Description and Person Specification conveys a full and accurate description of the job:

Confirmed By: _____

Accepted By: (Print Name)_____ Post Holder

Signature of Post Holder: _____

Date _____

Child Dynamix is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.