



## ROLE PROFILE

**ROLE TITLE:** Youth Worker  
**POST ID:** YS005  
**GRADE:** BAND G SCP 29 – SCP 33  
**HOURS:** 37 Per Week  
**LOCATION:** TBA

**RESPONSIBLE TO:** Youth and Community Officer

Monmouthshire Youth Service.....**Who are we?**

### **Our Purpose:-**

Monmouthshire Youth Service aims to create a framework meeting the needs of young people, to ensure equality of opportunity to participate in learning experiences, which will enable the young people to fulfil their potential as “empowered” individuals and members of groups and communities.

### **The Purpose of this Role:-**

We are encouraging individuals to apply who are willing to actively take the lead on, whilst supporting others, to prepare, plan and deliver youth work to young people in Monmouthshire to enable them to develop holistically, working with them to facilitate their personal, social and educational development, to enable them to develop their voice, influence and place in society and to reach their full potential.

You will be working as a part of a dynamic team of Youth Work professionals. As part of that team you will be expected to engage with young people, understand and consider their needs and design, develop and deliver a range of appropriate Youth Work interventions and opportunities.

### **Expectation and Outcomes of this Role:-**

To represent Monmouthshire in a professional manner, whilst providing a friendly and effective service in the delivery of all activities associated with the Youth Service at all times.



**Your responsibilities are:-**

1. To take the lead on, planning, delivering and facilitating youth work activities and provision in a nominated area / project.
2. To lead and supervise members of the team including staff and volunteers, supporting, assisting and developing them.
3. To be involved in the recruitment and selection of staff and volunteers, and to be aware of safer recruitment procedures.
4. To have a good knowledge of young people young people and communities in order to create new opportunities for working with young people.
5. To undertake and quality assure administrative processes (including handling money, keeping records, carrying out risk assessments, and health and safety) to ensure compliance with MCC protocols.
6. To actively promote and market services to young people, communities, and agencies, having a presence at community events, and managing the use of social media.
7. To remain approachable at all times to young people, supporting them where necessary and appropriate.
8. To act as a role model for young people and other staff members, encouraging positive behaviour and challenging unfairness and prejudice.
9. To plan, write, develop, deliver and assess training and accredited opportunities, and producing appropriate resources where necessary.
10. To plan to meet, carry out and monitor achievement of actions outlined in the Youth Service's Service Improvement Plan.
11. To be a keyholder for nominated buildings and premises, ensure that premises used and work environments including equipment are safe, treated with respect, are not abused in any way and secured.
12. To work in partnership with young people, communities and other agencies as appropriate and relevant, to initiate and develop opportunities, projects and activities in line with the Youth Work in Wales: Principles & Purposes document.
13. To proactively seek and undertake training to develop your youth work knowledge, skills, practice and behaviours.
14. To put plans in place to achieve relevant performance outcomes and targets.
15. To maintain records, record outcomes and monitor progress.

16. To ensure that the young people have access to appropriately placed and relevant information and support on matters that concern them.
17. To act as an advocate for young people, representing their views and rights where appropriate and necessary under staff guidance.
18. To attend and where necessary chair meetings as and when required.
19. To be flexible in approach, delivery and in the working of unsociable hours.
20. To ensure that the Council's responsibilities in relation to Equality and Diversity are met and to ensure that the Youth Service outcomes relating to the Welsh language are achieved.
21. To ensure that health and safety duties and practices are carried out by all provisions or as detailed in the Council's Health and Safety Policy, and to ensure that provisions and services to young people comply with current legislation.
22. To uphold and comply with the statutory provisions of the Health and Safety at Work Regulations 1999, The Monmouthshire Safeguarding and Child Protection Policy 2012 and any other relevant Council policies relating to Safeguarding and Health and Safety.
23. To work in collaboration with the Designated Officer for Safeguarding/Child Protection in the following way: to be aware of the LA policy on Safeguarding and Child Protection and that all policies and practices are in line with the All Wales Child Protection Procedures. To make referrals to Children's Services in the event of a disclosure and/or concern that a child/young person is 'in need' or at risk of significant harm. To maintain accurate, confidential and up to date documentation on all cases of safeguarding and child protection.

#### **Here's what we can provide you with:-**

- You will be provided a full induction process
- Ongoing support and personal development opportunities.
- Access to our staff membership package.
- Flexible working conditions.
- Full Support of manager and team members
- Full range of training and CPD opportunities
- Uniform, and equipment where appropriate
- Nominated supervisor for regular support

#### **What else you need to know.....Monmouthshire Values are:**

**Openness:** We aspire to be open and honest to develop trusting relationships.

**Fairness:** We aspire to provide fair choice, opportunities and experiences and become an organisation built on mutual respect.

**Flexibility:** We aspire to be flexible in our thinking and action to become an effective and efficient organisation.

Teamwork: We aspire to work together to share our successes and failures by building on our strengths and supporting one another to achieve our goals.

And this role, will work with Monmouthshire to achieve these.

**In addition:**

All employees are responsible for ensuring that they act at all times in a way that is consistent with Monmouthshire's Equal Opportunities Policy in their own area of responsibility and in their general conduct.

The authority operates a Smoke Free Workplace Policy which all employees are required to abide to.

**Person Specification**

**How will we know if you are the right person for the role? As the successful candidate you will have demonstrated:-**

**Qualifications and Experience**

1. Be a professionally qualified Youth Worker
2. Be registered with the Education Workforce Council for Wales (EWC).
3. Have a minimum of 3 years' experience of working with young people, especially those in the 11-17 age group.
4. Have experience in using Microsoft Office packages such as Word, Excel, Outlook, Access and Publisher.
5. Have experience and knowledge of delivering and monitoring specific projects.
6. Have experience of risk assessment and health and safety in relation to working with young people.
7. Have experience of report writing; recording outcomes and performance indicators.
8. Have experience of working individually and as part of a team, including working with other agencies and community members.
9. Have a clean driving licence and use of a car.
10. Have experience of managing and using an effective administrative framework.

**Knowledge, Skills and Ability**

1. Be able to co-ordinate a project with diverse elements.
2. Be able to work under own initiative and as part of a staff team.



3. Be able to effectively maintain monitoring and evaluation records.
4. Have a commitment to delivering an efficient and effective service where the involvement of the young people should be paramount.
5. To be trustworthy and act with integrity at all times.

**Should you require any further information regarding this post, please contact:**

Josh Klein, Youth Service Manager

Tel: 07766094894

Email: [joshklein@monmouthshire.gov.uk](mailto:joshklein@monmouthshire.gov.uk)

**Closing Date:**