



**MONMOUTHSHIRE COUNTY COUNCIL  
DIRECTORATE OF ENTERPRISE & INNOVATION**

**ROLE TITLE:** Youth Support Worker  
**POST ID:** YS006  
**GRADE:** F 25 - 29  
**HOURS:** As stated  
**LOCATION:** Designated by project need  
**RESPONSIBLE TO:** Youth and Community Officer

Monmouthshire Youth Service's mission statement:

"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."

**JOB SPECIFICATION**

**Main Purpose of the Post**

As part of a team, 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.

**Duties**

1. To plan, deliver and facilitate youth work activities and provision in nominated area / project/s.
2. To induct, support and supervise volunteers.
3. To actively seek, engage in and create new opportunities for working with young people.
4. To remain approachable at all times to young people, supporting them where necessary and appropriate.

5. To act as a role model for young people and other staff members, encouraging positive behaviour and challenging unfairness and prejudice.
6. To act as an advocate for young people, representing their views and rights where appropriate and necessary under staff guidance.
7. To ensure that the young people have access to appropriately placed and relevant information and support on matters that concern them.
8. 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.
9. To contribute to the Youth Service's Service Improvement Plan by recording and gathering information and providing quarterly reports on progress.
10. To perform necessary administrative duties (including handling money, keeping records, carrying out risk assessments, and health and safety).
11. To maintain records, record outcomes and monitor progress.
12. To ensure that work environments and equipment are safe, treated with respect and are not abused in any way.
13. 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.
14. To proactively seek and undertake training to develop your youth work knowledge, skills, practice and behaviours.
15. To attend and where necessary chair meetings as and when required.
16. To be flexible in approach, delivery and in the working of unsociable hours.
17. 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.
18. 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.
19. 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.

20. 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.

## **PERSONAL SPECIFICATION**

### **Qualifications and Experience**

1. Be a qualified Youth Support Worker (at least a Level 2 Award in Youth Work Practice.)
2. Be registered with the Education Workforce Council for Wales (EWC).
3. Have experience of working with young people, especially those in the 14+ age group.
4. Have experience in using Microsoft Office packages such as Word, Excel, Outlook, Access and Publisher.
5. Have experience of planning, delivering and evaluating planned projects.
6. Have experience of working individually and as part of a team, including working with other agencies and community members.
7. Have experience of risk assessments and knowledge of health and safety when working in a young person's environment.
8. Have a clean driving licence and use of a car.

### **Knowledge, Skills and Ability**

1. Be able to work on own initiative and as part of a staff team.
2. Be committed to delivering an efficient and effective service where the involvement of the young people should be paramount.
3. Have a commitment to delivering an efficient and effective service where the involvement of the young people should be paramount.
4. To be trustworthy and act with integrity at all times.

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

- 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.