



PERSON SPECIFICATION

NOTE TO APPLICANTS:

Whilst all points on the specification are important, 'D' is desirable.

Those marked 'E' (essential) are the key requirements. You should pay particular attention to these essential points and provide evidence of meeting them. Failure to do so may mean that you will not be invited for interview.

JOB TITLE:	Qualified Youth Worker
GRADE:	JNC 15-18
LOCATION OF WORK	Borough wide
DIRECTORATE:	Families and Wellbeing
SERVICE:	Early Help Division

CRITERIA:

Experience –

1. Working with young people on an individual or group basis in a variety of settings (E) (A, I)
2. Developing, organising and evaluating programmes of informal education activities (E) (A, I, E)
3. Experience of face to face delivery with young people utilising a range of methodologies (E) (A, I, E)
4. Assessing group and individual learning and development needs (E) (A, I, E)
5. Supporting and managing staff and volunteers through supervision and CPD processes (E) (A, I)
6. Ability to demonstrate a understanding and awareness of potential conflict between personal and professional boundaries (A, I)
7. Using quality assurance systems (E) (A, I)
8. Working with vulnerable young people (E) (A, I, E)
9. Experience of whole family working and needs assessment (D) (A, I, E)
10. Experience of liaising with staff from a wide range of partner agencies (E) (A, I)

Skills and Abilities –

1. Understanding of working with young people as an educational process (E) (A, I, E)
2. Development of effective professional relationships with young people and adults e.g. develop roles and develop clear boundaries (E) (A, I)

3. Ability to communicate effectively with service users and other professionals from a wide range of voluntary and statutory agencies (E) (A, I)
4. Flexible approach to leadership and management style (E) (A, I)
5. Ability to manage, lead and supervise staff (E) (A, I)
6. Organisational and administrative skills (E) (A, I, E)
7. Demonstrate high level of skills in observation, recording and analysis, including report writing and to offer support to others in developing such skills (E) (A, I, E)
8. Ability to plan and deliver responsive Informal education youth work programmes (E) (A, I, E)
9. Ability to undertake comprehensive whole family assessments and co-ordinate services to match the assessed need (E) (A, I, E)
10. Ability to act as lead professional responsible for co-ordinating services for young people and families (E) (A, I)
11. Ability to liaise with other agencies and organisations (E) (A, I)
12. Ability to formulate and present reports both written and verbal (E) (A, I, E)
13. Ability to manage time and a flexible workload (E) (A, I, E)

Education/Qualifications/Knowledge –

1. A JNC professional qualifications in Youth and Community work - JNC recognised (E) (A, I)
2. Understanding of the issues affecting young people's lives in both a national and local context (E) (A, I)
3. Knowledge of group work processes, 1:1 delivery and information education (E) (A, I, E)
4. Understanding of the methods used to record young people's achievements and the rationale for doing so (E) (A, I)
5. Knowledge of whole family working, early help assessment models/tools and the role of the lead professional (D) (A, I)
6. Understanding of statutory frameworks relating to the Children Act (E) (A, I, E)
7. Knowledge of current legislation with regards to statutory/non statutory requirements within Children and Young People's Services (E) (A, I)
8. Knowledge of health and safety issues, risk management, and a working knowledge of safeguarding practice (E) (A, I)

Other Requirements

1. Flexible working patterns including evening/weekend work (E) (A, I)
2. Ability to travel across the borough to allow for reactive management support. (E) (A, I)
3. Be able to role model high level of professional conduct to team members/partners/children/families (E) (A, I)
4. Flexible approach to work with an ability to respond to varied requirements, prioritise accordingly, and work effectively to tight deadlines using your own initiative (E), (A, I)

5. The post holder will be required to apply for and obtain an Enhanced DBS disclosure (E) (A, I)

Commitment to Equal Opportunities

1. Ability to understand and demonstrate a commitment to equality and diversity (E) (A, I)
2. A commitment to actively challenge the attitudes and values of children, young people and families throughout work practice (E) (A, I)
3. Commitment to inclusion and good understanding of effective, inclusive practice (E) (A, I)

Commitment to Service Delivery/CustomerCare

1. A commitment to a general duty of care and safeguarding principles and practice (E) (A, I)
2. Striving towards continuously improving the service and ensuring that young people are fully participating and actively involved in the design and delivery of services for young people. (A, I)
3. Exercise high levels of confidentiality and integrity around service users, staff and partner relationships (E) (A, I)
4. Able to undertake appropriate training as necessary (E) (A,I)
5. Proven customer service skills, working sensitively and appropriately with a wide range of stakeholders (D) (A, I)
6. Demonstrate and promote positive values, attitudes and behaviour (E) (A, I)

Methods of Assessment key

**A = Application form, C = Certificate, E = Exercise, I = Interview,
P = Presentation, T= Test, AC = Assessment Centre**