

Job No : Job Description – Community Youth Officer Final V4 May 2014

Wiltshire Council Standard Job Description

Job title:	Community Youth Officer	
Work base:	Located in community areas and reporting to a hub based manager (Chippenham, Trowbridge, Salisbury)	Service/team: Operational Children's Services (Early Intervention, Youth and Prevention)
Version number:	1/120514	JEQ number:
SAP number:		Grade:
Effective date:	From October 2014	If a role which requires a CRB check, add the DACC code (available from HR): YES

1. Safeguarding

For all roles within Children's Services add the following statement: This is a generic statement which applies to all roles within Children's Services. Wiltshire Council is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and all staff are expected to share this commitment. You will be expected to report any concerns relating to the safeguarding of children, young people or vulnerable adults in accordance with agreed procedures. If your own conduct in relation to the safeguarding of children, young people or vulnerable adults gives cause for concern, the council's agreed child protection/vulnerable adults protection procedures will be followed.

2. Political restriction

* This job is not politically restricted.

3. Job context and purpose

Community Youth Officers will be deployed as part of the Early Intervention Service which has a role in leading, developing, and enhancing open access, targeted, and specialist youth and children's services.

The Early Intervention Service is the part of the council which leads on delivery of WSCB/WCTB Early Help Strategy

Working Together 2013 notes that: "Early help means providing support as soon as a problem emerges, at any point in a child's life, from the foundation years through to the teenage years".

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The Wiltshire Children and Young People's Trust and Wiltshire Safeguarding Children Board's Early Help Strategy sets out the strategic direction and objectives for Wiltshire's early help offer. The strategy includes the national Troubled Families initiative. The strategy sets out plans for achieving the best possible outcomes for children and young people by providing the right help as soon as it is needed.

The early Help Strategy sets out 5 objectives for children and young people:

- (i) Objective 1: Ensure the best start in life.
- (ii) Objective 2: Gaining the skills required to begin school.
- (iii) Objective 3: Being ready for adult life.
- (iv) Objective 4: Develop a family-based approach to early help.
- (v): Objective 5: Develop effective structures and processes to access early help.

The Early Intervention, Youth and Prevention Service seeks to provide children and young people, particularly those who are vulnerable with the positive, preventative and early help they need to improve their wellbeing. This involves the provision of targeted and tailored support early on as soon as problems emerge in order to prevent further difficulties arising or problems getting worse and reaching crisis point. The service has a key role in helping children, young people and their families to build resilience, overcome barriers, reduce risky behaviours and achieve positive outcomes.

The service is focused on safeguarding and promoting the welfare of children. This involves leading the team around the child process, signposting to other services and referring into children's social care where appropriate. The service endeavours to empower children, young people and their families by keeping them at the heart of service delivery and by enabling them to develop the capabilities they need to help themselves, be self-sufficient and take control of their own lives.

As part of Early Intervention, Youth & Prevention Services, Community Youth Officers will facilitate and coordinate a community-led offer of positive activities for young people. These activities will deliver what young people want and help them to build resilience, make positive lifestyle choices, achieve in learning, gain independence and ultimately make a successful transition into adulthood. This activity supports the services overall aim to provide young people with the positive, preventative and early help they need to improve their well-being.

This job is an 'out there' role which is all about community working and capacity building. The CYO will also be the 'go to person' in each area board area; and may have transitional youth work delivery responsibilities.

4. Main duties

1. Identify and support young people who are vulnerable within their communities.
2. Encourage and bring young people and community partners together to tailor a unique youth offer in their area which reflects local needs.

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3. Facilitate local youth provision and be the 'go to' person for support and advice on youth issues.
4. Build community capacity by enabling voluntary and community sector groups to build and enhance provision, as well as encouraging volunteering and making the most of local resources.
5. Build strong partnerships with a range of services for young people, including schools.
6. Coordinate positive activities for young people with learning difficulties and disabilities.
7. Through Local Youth Networks provide professional advice and guidance to community area boards on young people's needs.
8. Support area boards through Local Youth Networks to ensure compliance with Council guidance on the development of positive activities for young people, including monitoring of the quality and impact of provision.
9. Support the provision of a quality mark scheme for providers of youth activities.
10. Coordinate and support activities to enable young people to have a voice and influence on services and activities which affect them.
11. Advise and support community area boards via Local Youth Networks to publicise information about the community youth offer using a range of accessible communication methods.
12. Identify gaps in community provision and step in to directly manage, coordinate and provide positive activities where necessary.

And in addition, select a driver type from the choice below:

Driving at work:

Include in this section what driver type the role is from the three choices below. Refer to the Corporate Driving at Work Policy for further information.

Amend as appropriate to confirm the driver type for this role from either 1, 2 or 3:

2. The classification of this role is as a **Regular driver**:
 - Licence is an essential requirement of the job and specified on job advert;
 - Required to drive for some or all of their role;
 - Drives their own car or pool car (e.g. social worker, environmental health officer etc.).

The role holder is required to:

- Register with Fleet Services as a registered driver;
- Read and be familiar with the Driving at Work Policy and the Drivers Handbook;
- To ensure a copy of the Drivers Handbook is kept in the vehicle at all times;
- To carry out a walk around check of the vehicle at the start of the shift and to report any defects to the manager.

5. Supervision/management of people

Possible day to day management of sessional youth work staff and volunteers.

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6. Contacts and relationships

Internal colleagues from across the council, young people, elected members, police, voluntary and community sector organisations, volunteers, members of the public, schools, businesses and employers, health, fire and rescue, military and a range of other community partners.

7. Resources

The job holder will facilitate, enable, and coordinate the use of a range of community resources for supporting a community-led youth offer.

8. Physical and psychological demands

Complete the box below if there are health and safety demands which the job holder will be exposed to.

EXAMPLE	Frequency (daily, weekly, monthly, quarterly, annually)
Noise exposures (for work above 80 decibels)	N/A
A confined working space/environment.	N/A
Hand/arm vibration equipment use on a regular basis	N/A
Regular night shift work (not including day shifts)	N/A
Work with respiratory or skin irritants (COSHH)	N/A
Sole/isolated working with children or vulnerable adults who may be dependent on the worker for H&S and safeguarding issues.	Daily/weekly
Other <i>please state</i> :	N/A

9. Information technology

Use of ICT equipment, including a laptop on a daily basis.

10. Financial responsibility

N/A

11. Health and Safety

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To be responsible for your own health and safety and that of anyone else who may be affected by your acts or omissions.

12. Equality and Diversity

You are required neither to discriminate against, harass nor victimise: colleagues, suppliers or third parties at work. You are further required to report incidents of discrimination at work, either to your manager or anonymously via [the whistleblowing policy](#).

13. Records management

You are responsible for ensuring that all information sources for which you have responsibility are maintained in line with corporate guidance. This applies to all electronic and hard copy information. In particular, you must make sure that sufficient time is spent on ensuring that information is kept accurate and up-to-date and stored in ways that promote findability. All redundant information must be archived, deleted or physically destroyed in accordance with the corporate Records Retention Policy.

You should also ensure that access permissions are maintained to limit access to sensitive information. You are responsible for maintaining the confidentiality of sensitive data, whether held electronically or in hard copy, and promptly reporting all breaches, or potential breaches, of our Information Security Policy to the Information Assurance Team.

14. Other duties

You may be required to perform duties other than those given in the job description for the job. The particular duties and responsibilities attached to jobs may vary from time to time without changing the general character of the duties or the level of responsibility entailed. Such variations are a common occurrence and would not in themselves justify the re-evaluation of a job. In cases, however, where a permanent and substantial change in the duties and responsibilities of a job occurs, consistent with a higher level of responsibility, then the job would be eligible for re-evaluation. (Staff temporarily undertaking additional duties may be considered for an honorarium payment subject to eligibility).

15. Other

The post holder will be required to be flexible/mobile and this will mean travelling between community areas for area board meetings, events, meetings with young people and voluntary/community sector organisations across a range of locations.

Successful delivery of the role will require a flexible approach to working when partners, young people and colleagues are available which could mean several evenings a week and weekends.

16. Authority to work in the UK

You must have the legal authority to work in the UK. Non-EU nationals must have the relevant approval to work in the UK from the UK Border Agency. Copies of all documents provided by you as proof of identity are retained for our records, by providing these proofs the council will treat this as your consent for this to happen.

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PERSON SPECIFICATION

The person specification details the essential and desirable personal criteria which the job holder should possess in order to be able to successfully perform the job.

	Essential	Desirable
Qualifications or equivalent level of skill or knowledge	JNC recognised qualification in youth and/or community equivalent to L4.	Equivalent degree/higher education qualification at L4 in a related profession where skills can be transferred. Other Relevant degree, certificate, or diploma linked to youth/children's services, or community work. Community development higher level qualifications
Experience	<p>Minimum 2 years experience of face to face work with young people aged 11-19 years in a variety of settings.</p> <p>Relevant experience of work with the voluntary/community/faith sector.</p> <p>Experience of planning meetings and events.</p> <p>Strong evidence of multi-agency / partnership working.</p> <p>Strong experience of supporting young people's voice and influence.</p> <p>Experience of addressing issues of equality and diversity.</p> <p>Ability to demonstrate flexibility approach to working hours – some evening and weekend work will be required.</p>	Experience of recruiting and training volunteers.
Management of people	Some experience of managing / leading people or projects including delivery by influencing peers, and superiors, including councillors and community structures such as area boards, parish, and town councils	
Skills	The post holder will be required to	Knowledge of relevant statutory

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	Essential	Desirable
	<p>be flexible/mobile and this will mean travelling between community areas for area board meetings, events, meetings with young people and voluntary/community sector organisations across a range of locations.</p> <p>Successful delivery of the role will require a flexible approach to working when partners, young people and colleagues are available which could mean several evenings a week and weekends.</p> <p>Ability to bring people together to make changes, take action and tackle local issues.</p> <p>Ability to help people develop the capabilities they need to take ownership of local projects.</p> <p>Good communication skills and a good listener.</p> <p>Self motivator / self starter.</p> <p>Able to work independently and as part of a team.</p> <p>Non-judgemental and able to get on with people from all backgrounds.</p> <p>Enthusiastic, with a positive approach to solving problems.</p> <p>Able to build good relationships with people and a strong belief in the advantages of having a strong community.</p> <p>Able to mediate between individuals and groups who disagree on local issues.</p> <p>Robust knowledge of health and safety and how it affects youth work/services including risk assessment, safeguarding and child protection.</p> <p>Good ICT skills.</p>	<p>guidance in relation to positive activities for young people and youth work.</p>

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	Essential	Desirable
	Good presentation skills and able to write reports.	
Literacy or numeracy	Good literacy and numeracy skills.	
Language (English or other languages)	English	
Safeguarding	Must have up to date knowledge of relevant legislation and guidance in relation to working with and the safeguarding of children/vulnerable adults.	

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BEHAVIOURS

Detail below which behaviours are required for successful performance in the role, referring to the [Behaviours Framework](#).

	<u>Expected:</u> our required behaviours (the expected behaviours apply to all staff).	<u>Desirable:</u> Staff should seek to demonstrate these behaviours	<u>Aspirational:</u> These behaviours are required by employees looking to develop and those in senior or managerial positions
Excellence	Required for all roles	YES	N/A
Responsibility	Required for all roles	YES	N/A
Working together	Required for all roles	YES	N/A
Simplicity	Required for all roles	YES	N/A
Leadership	Required for all roles	YES	N/A
Trust and Respect	Required for all roles	YES	N/A

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