

Haverhill Town Council

JOB DESCRIPTION

Post Title: Youth Worker

Responsible to: Senior Youth Worker

Responsible for: Youth Outreach, detached working, youth club, On Spot Van

Hours: TBA hrs/week

Salary: Unqualified £14.13 Qualified £14.84

Overall Responsibilities

- a) To work with the Senior Youth Worker to provide outreach services to young people using the On The Spot Van.
- b) To work with the Senior Youth Worker to provide detached youth work services to young people:
- c) To work within a building to provide informal education in a safe and welcoming environment.

Specific Responsibilities

- 1. To work with other Youth Workers to provide outreach services to young people using the On The Spot Van:
 - a) Visit sites identified by the Senior Youth Worker, Youth Action Group or Suffolk Constabulary as places of interest in respect of youth activity.
 - b) Ensuring that Health and Safety procedures set by the Senior Youth Worker are implemented fully and completely.
 - c) Accurately recording attendances, locations, actions, events and issues on a confidential session sheet.
 - d) Providing a listening ear to young people.
 - e) Deal with general enquiries from members of the public
 - f) Reporting any incidents or issues, equipment problems or concerns of risk promptly, to the Senior Youth Worker or your professional supervisor.
 - g) Reporting safeguarding concerns promptly following the Suffolk Social Care Safeguarding Protocols as adapted for the project.
 - h) Check the On The Spot Van before and after each use to ensure it is safe and roadworthy.
 - i) Ensure the security of the van at all times.

2. To work with other Youth Workers to provide detached youth work services to young people:

- a) Specific responsibilities a-g above apply to detached youth work.
- b) Visit locations on foot where it is not practical/advisable to take/leave the OTS van.
- c) Agree aims and strategies with the Senior Youth Worker before engaging groups of young people.
- d) Ensure your own security and safety and that of your colleagues at all times.

3. To work with the Senior Youth Worker to provide a youth club or indoor/outdoor activity to young people:

- a) Ensuring that Health and Safety procedures set by the Senior Youth Worker are implemented fully and completely.
- b) Accurately recording attendances, actions, events, and issues on a confidential session sheet.
- c) Providing a listening ear to young people.
- d) Deal with general enquire from family members and carers.
- e) Set up and put away equipment.
- f) Reporting any incidents or issues, equipment problems or concerns of risk promptly, to the Senior Youth Worker or your professional supervisor.
- g) Reporting safeguarding concerns promptly following the Suffolk Social Care Safeguarding Protocols as adapted for the project.

Other Duties

- 1. To attend meetings as required by the Management.
- 2. To act as a good ambassador for the Council.
- 3. Undertake and training as required to enable you to do a broader range of duties within your personal capability.
- 4. To carry out any other duties as might reasonably be required within the general orbit of responsibilities of the post.

February 2025

PERSON SPECIFICATION

Youth Worker

Essential	Desirable	How Tested
<i>Qualifications</i>		
Be 18 years or older		
Good standard of spoken English	Recognised Youth work qualification	Application form/interview
Candidates must be willing to work towards a recognised youth work qualification		
<i>Experience</i>		
	Previous experience of working with young people	Application Form / Interview
<i>Special Aptitudes</i>		
Good personal hygiene		Interview
Clean / Smart appearance		Interview
Courteous with customers		Interview
Empathy with young people and the issues they face locally. Bright, confident and friendly Good sense of humour Ability to operate effectively within a small team. Confident, professional, enthusiastic and self-motivated		Interview