

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 £12.47	Qualified £14.17

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
Qualifications		
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		
Experience		
	Previous experience of working with young people	Application Form / Interview
Special Aptitudes		
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