

LONDON BOROUGH OF LEWISHAM

JOB DESCRIPTION

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| Designation: | Assistant Youth Support Worker | Grade: | Scale 2 |
| Reports to: | Senior Youth Support Worker | Grade: | SO2 |
| Directorate: | Children and Young People | Department: | Prevention and Family Advice |

Main Purpose of the job:

To assist in the development, delivery and evaluation of a locality Youth offer.

To develop and maintain working relationships with young people and assist them in accessing their rights and entitlements.

To be committed to working as part of a Youth Service team and assisting the day-to-day delivery of a programme of activities and opportunities.

Summary of Responsibilities and Personal Duties

- To assist in work directly with young people to develop their social education by providing programmes to widen young people's horizons, promote participation and invite social commitment, in particular by encouraging them to be critical and creative in their responses to their experience and the world around them.
- Assist in establishing contact with and guiding young people as part of local Youth Work programmes.
- Assisting in the delivery of information, support and guidance to young people and appropriate signposting/referral to specialist services/agencies.
- Assisting with service development by supporting the co-production of planning, delivery and monitoring of local youth service provision with young people.
- Assisting with day-to-day administration to ensure smooth running of services.
- Assisting the facilitation of young people's empowerment through their active involvement in Youth Work and work with young people in promoting their rights and civic responsibilities.
- Assist in providing a safe environment for young people to meet, where they can relax, meet friends, make new relationships and have fun.

- Assist in supporting young people to develop respect and tolerance towards others who have different beliefs, non-beliefs, disability, gender, identity or values, including those from other cultures, faiths and backgrounds.

Corporate Requirements

- To participate actively in supporting the principles and practice of equality of opportunity as laid down in the organisation's Equal Opportunities Policy.
- To take reasonable care for the health and safety of yourself and other persons who may be affected by your acts or omissions and to comply with all health and safety legislation as appropriate.
- To, as a statutory duty, adhere to the Council's Corporate Safeguarding Policy and associated policies and procedures and to report concerns regarding the safety and wellbeing of children and adults at risk. In order to support you in this, you are required to access safeguarding training at the level which is relevant to this post.
- As a term of your employment, you may be required to undertake such other duties and/or times of work as may reasonably be required of you, commensurate with your grade or general level of responsibility within the organisation.
- Although you will be provided with a base, you may be required to work from various locations in accordance with the needs of your designated locality.

Internal Contacts: These include

External Contacts: These include

To carry out the duties of the post with due regard to the Council's relevant policies, codes and procedures.

To carry out duties with due regard to the Council's values and behaviours

All employees are required to participate in Appraisal and Performance Management processes and to undertake appropriate training and development, including mandatory induction training, identified to enhance their work.

Undertake other duties, commensurate with the grade, as may reasonably be required.

Consideration will be given to restructuring the duties of this post for a disabled postholder.

THIS JOB DESCRIPTION MAY NEED TO BE AMENDED BY THE DIRECTORATE TO MEET
THE CHANGING NEEDS OF THE SERVICE.

Number of fully managed staff:

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|--------|--------|---------------|
| Title: | Grade: | No. of posts: |
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Number of partially managed staff:

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| Title: | Grade: | No. of posts: |
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PERSON SPECIFICATION

Job Title: Assistant Youth Support Worker

Grade: Scale 2

Department: Prevention and Early Help

Note to Candidates

The Person Specification is a picture of the skills, knowledge and experience needed to carry out the job. It has been used to draw up the advert and will also be used in the shortlisting and interview process for this post.

Those categories marked 'S' will be used especially for the purpose of shortlisting.

Please ensure that Equality and Diversity issues are addressed specifically in relation to the role for which you are applying when addressing the requirements of this person specification where appropriate.

If you are a disabled person but are unable to meet some of the job requirements specifically because of your disability, please address this in your application. If you meet all the other criteria, you will be shortlisted, and we will explore jointly with you if there are ways in which the job can be changed to enable you to meet the requirements.

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| Equality and Diversity | |
| <ul style="list-style-type: none"> Awareness of and a commitment to Equality of Access and Opportunity in a diverse community | |
| <ul style="list-style-type: none"> Understanding of how equality and diversity relates to this post. | S |
| Knowledge | |
| <ul style="list-style-type: none"> Experience of working with young people (aged 11-25) in non-formal/informal settings | S |
| <ul style="list-style-type: none"> Awareness of safeguarding procedures and maintaining appropriate professional boundaries | |
| <ul style="list-style-type: none"> An understanding of the issues facing young people and communities. | |
| <ul style="list-style-type: none"> Good communication skills, with the ability to quickly establish positive relationships with young people and motivate them to participate in activities and events. | |
| <ul style="list-style-type: none"> Ability to record information from sessions to inform future delivery. | |
| <ul style="list-style-type: none"> Experience of supporting Youth Work project delivery. | |
| Skills | |
| <ul style="list-style-type: none"> An understand of secure handling of personal sensitive data in line with Data Protection legislation. Good interpersonal skills with an emphasis on working inclusively and supportively with young people. | |
| <ul style="list-style-type: none"> Ability to work with ICT including social media platforms | S |

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| • Energetic and enthusiastic, with a positive approach to work and the ability to engage with young people. | |
| • Willingness to undertake training and commitment to person development. | |
| • Ability to work within Creative Arts and or Sports and Play | S |
| • Ability to communicate in a relevant additional language (Desirable). | |
| • Be flexible and open to change (Desirable). | |
| General Education | |
| • | |
| • Willingness to undergo training to a Level 3 standard and beyond | |
| Physical Generally, candidates must meet the standard Lewisham requirements for the post. | |

DBS Disclosure Required? **No** ☐ **Basic** ☐ **Enhanced** ☐ Y

(Tick as appropriate – guidance available from your HR Advisor)