

LONDON BOROUGH OF LEWISHAM

JOB DESCRIPTION

Designation:	Senior Youth Support Worker (YVAP)	Grade:	SO2
Reports to:	Youth Development Manager Area 2/3	Grade:	PO5
Directorate:	Children and Young People	Department:	Prevention and Family Advice

Main Purpose of the job:

To work with young people to facilitate their personal, social, and educational development, to enable them to develop their voice, influence, and place in society and to reach their full potential- in accordance with the Young-Thrive Model.

To support the day to day work of the Youth Service Strands which include Youth Voice, Action (YVAP), Young Mayor of Lewisham and for the Young Advisors/Ambassadors (Children & Young People's Advisory Group) to enable them to carry out their duties and responsibilities and to provide opportunities for them to engage in creative, and challenging activities concerned with governance, and active citizenship through participation and capacity building.

To enable CYP to carry out their duties and responsibilities and to provide opportunities for them to engage in creative, challenging activities concerned with governance and active citizenship through participation and capacity building.

To take personal responsibility for leading and supporting a small team of qualified and unqualified Youth Workers, Assistant Youth Workers, and Volunteers in face-to-face delivery.

Lead Youth Worker in the support of the Young Mayor Programme, Young Advisors and other groups.

The Senior Youth Support Worker (YVAP) will provide staff, budget, and building/resource management support to the Youth Development Manager.

Summary of Responsibilities and Personal Duties

- To take a lead for the day to day management, co-ordination and development of the Lewisham Youth, Action and Participation (YVAP) offer and the activities and work programme of the Young Mayor, and the Young Advisers/Ambassadors Group.
- To take the lead responsibility for managing and directing the face to face work with young people involved with the programme of work.
- To be responsible for the health and safety and well being of young people in a range of different settings, locally, nationally and internationally in accordance to the Authority's policies and guidelines. This includes safeguarding, risk assessments and off-site visits, and includes some residential activities.

- To take lead responsibility for the management, support and supervision of designated Youth Service staff engaged with the programme of work.
- Monitor and evaluate the work programme to ensure agreed objectives are met and to provide both written, and verbal reports on matters relating to the work programme.
- To work flexibly (regularly outside core hours) and creatively in a range of environments to meet the needs, interests and demands of young people, the Council and other stakeholders.
- Monitor the designated budget allocated for the designated work programme and to provide financial monitoring information as required, in line with council policies and financial procedures, and to manage other resources in accordance with the Council's financial regulations and standing orders.
- To work co-operatively and collaboratively with senior politicians, management teams, Council officers, local authority service managers, to ensure effective working partnerships are in place to support the delivery of cross agency initiatives, a borough wide programme of work and political, civil and other organizations regionally, nationally and internationally.
- To work co-operatively and collaboratively with schools and colleges in Lewisham to develop and maintain working links that promote and enhance opportunities for young people, school councils and school staff, to become actively engaged in the work of the Young Mayor, and other YVAP Panels.
- To liaise and co-operate with local, regional, national and international organisations where appropriate to further the development of the work programme. Represent the Young Mayors Project, and the London Borough of Lewisham, on neighborhood and/or area bodies and advise on matters appertaining to young people and at regional and national bodies where necessary.
- To regularly represent the Young Mayor's Office on behalf of the Council, and advise politicians senior officers, colleagues, partners and others on issues appertaining to young people's participation and involvement.
- Support the development and implement pathways to training, volunteering and employment for young advisors and young people to develop their skills to facilitate and engage others in decision making processes.
- To prepare and present reports as directed, and to manage and supervise the work of designated administrative and finance staff.

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:

Title: YVAP Youth Worker	Grade: S01	No. of posts:2
YVAP Student Worker	Scale 2	1

Number of partially managed staff:

Title:	Grade:	No. of posts:
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PERSON SPECIFICATION

Job Title: Senior Youth Support Worker (YVAP) **Grade:** SO2

Department: Prevention and Family Advice

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.

1. Equality and Diversity • Awareness of and a commitment to Equality of Access and Opportunity in a diverse community • Understanding of how equality and diversity relates to this post.	S S
2. Education and Qualification • Relevant professional qualification in youth work: Level 3 certificate in youth work practice and/or Level 3 diploma in youth work practice. • Recognised Degree in youth and community work or working towards (Desirable) • First Aid Training at Work Certificate (Desirable)	S
3. Knowledge and Ability • Experience of working with young people (aged 8-25) in non-formal/informal settings. • Applying safeguarding procedures effectively and maintain appropriate professional boundaries. • A good knowledge and understand of recent developments in the lives of young people and communities. • Experience of supporting young people including 1-1 interventions, group work, outreach and targeted Youth Work. • Ability to record the work you do, analyse and utilise the data to improve your practice.	S S

• A creative and innovative approach to working with young people.	
4. Skills • Excellent communication skills, with the ability to quickly establish positive relationships with young people and motivate them to participate in activities and events. • Ability to communicate effectively (where required) both verbally and in writing with young people, staff, managers and stakeholders, other agencies and the public. • Carry out the secure handling of personal sensitive data in line with Data Protection legislation. • Excellent interpersonal skills with an emphasis on working inclusively and supportively with young people. • Have a proven track record of working collaboratively and as part of a team as well as on own initiative. • Energetic and enthusiastic, with a positive approach to work and the ability to engage with young people. • Willingness to undertake training and commitment to personal development. • Understands and has a commitment to a child's rights approach. • Ability to communicate in a relevant additional language (Desirable). • Be flexible and open to change (Desirable).	

DBS Disclosure Required?
No ☐
Basic ☐
Enhanced ☒

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