

LONDON BOROUGH OF LEWISHAM

JOB DESCRIPTION

Designation:	Youth Voice, Action and Participation (YVAP) Student Worker	Grade:	Scale 2
Reports to:	Senior Youth Support Worker (YVAP)	Grade:	S02
Directorate:	Children and Young People	Department:	Prevention and Early Help

Main Purpose of the job:

To support young people's growth by working with young people to help them build confidence, learn new skills, and find their voice.

Using a variety of social action tools, the post holder will guide them to reach their full potential and become active members of society.

Though getting involved in exciting youth projects, the post holder will help run key parts of the Youth Service, including Youth Voice, Action (YVAP); participate in Senior Strategic Meetings including Lewisham Safeguarding Children Partnership meetings, and work with groups like Young Advisors, Ambassadors, and Commissioners. These projects give young people the chance to lead, make decisions, and take part in creative and challenging activities.

Support young people as they take on leadership roles and get involved in local decision-making, helping them understand how they can make a real impact through active citizenship and community participation.

Participate in outreach work in schools and community spaces—bringing youth services to where young people are and helping them get involved.

Summary of Responsibilities and Personal Duties

- Help deliver the day-to-day activities of Lewisham's Youth, Action and Participation projects. This includes supporting the Young Mayor, Young Advisors, and Ambassadors.
- Work with the Lewisham Safeguarding Children Partnership (LSCP) to explore ways to increase participation and engagement with children and young people
- Help plan and take part in face-to-face sessions with young people, making sure activities are engaging, inclusive, and well-organised.
- Make sure all activities are safe, inclusive and supportive. This includes helping with safeguarding, risk assessments, and supporting trips and residentials.
- Help monitor how projects are going and share updates through short written or verbal reports.
- Be ready to work in different places and sometimes outside of normal hours (like evenings or weekends) to meet the needs of young people and the community.

- Work alongside councillors, senior leaders and the LSCP Independent Scrutineer, council staff, and other professionals to help deliver youth projects across the borough and beyond.
- Help build strong links with local schools and colleges to get more young people involved in youth-led projects like the Young Mayor and Youth Voice panels.
- Help young people find opportunities to grow—through training, volunteering, or work experience—so they can build skills and support others to get involved too.

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 don't know who you need to add but please include Children and Young People's Service, LSCP Business Unit

External Contacts: These include Integrated Care Board or equivalent in the National Health Service, Police

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: None

Title:	Grade:	No. of posts:
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Number of partially managed staff: None

Title:	Grade:	No. of posts:
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PERSON SPECIFICATION

Job Title: (YVAP) Student Worker

Grade: TBC

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.

Equality and Diversity	
• Awareness of and a commitment to Equality of Access and Opportunity in a diverse community	S
• Understanding of how equality and diversity relates to this post.	S
• Demonstrable commitment to equality, diversity, and inclusion in service delivery and workforce management.	
• Proven ability to develop inclusive practices that address the needs of marginalised and underrepresented groups.	
• Understanding of anti-discriminatory and anti-racist practice and cultural competence in youth work.	
Knowledge	
• Knowledge and lived experience of Lewisham and the challenges young people may face.	
• Experience of working with young people (aged 11-25) in non-formal/informal settings.	
• Experience in per-to-per informal education	
• Applying safeguarding procedures effectively and maintain appropriate professional boundaries.	
• A good knowledge and understanding of the impact of mental ill health, neurodiversity, extra- familial harm on young people and communities	
• Excellent communication skills, with the ability to quickly establish positive relationships with young people and motivate them to participate in activities and	

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events.	
• A creative and innovative approach to engagement.	
• Experience of delivering evidence-based projects.	
Aptitude	
• Positive and personable	
• Able to stay calm under pressure.	
• Organised	
• Empathic and a good listener	
Skills	(To Be Testing – T)
Skills can only be used as shortlisting criteria if the skill is to be tested.	
• Proven ability to lead youth voice, action, and participation groups.	
• Proven ability to lead across multi-strands of youth work including detached, All Access, Specialist Projects and residential.	
• 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.	
• Ability to work as part of a team and build and maintain effective and supportive relationships with peers and partners.	
• Participation focused, placing young people at the centre of planning, delivery and evaluation.	
• Energetic and enthusiastic, with a positive approach to work and the ability to engage with young people.	
• Safe use of IT and social media	
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Experience	
• Experience in leading youth-focused work streams	
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• Experience of group work and being the voice of young people.	
General Education	
• Literate with reasonable spoken English	
• Evidence of continuous professional development – I'd put the willing to undertake training in here	
• Lived experience working with children and young people	
Personal Qualities	
• Willingness to learn and be trained by senior colleagues.	
• Reflective, resilient, and adaptable in the face of change and challenge.	
• High level of integrity, professionalism, and emotional intelligence.	
• Passionate about improving outcomes for young people and reducing inequalities.	
Circumstances	
• Willingness to work flexible hours, including evenings and weekends, as required	

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by service needs.	
<ul style="list-style-type: none">• Ability to travel across service locations and attend regional/national meetings or training.	
Physical Generally, candidates must meet the standard Lewisham requirements for the post.	

DBS Disclosure Required? No ☐ Basic ☐ Enhanced ☒

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