

**Designation:** Youth Work Support Officer  
**Grade:** Stroud 3  
**Hours:** 10 to 28 hours per week  
**Location:** Ebley Mill

**Job Purpose:** To support and deliver youth participation programmes through a community development approach to youth work.

To support young people's transition to adulthood by providing learning opportunities that develop their personal and social skills, thus encouraging them to reach their full potential and become active citizens within their community.

**Responsible to:** Senior Youth Officer

**Responsible for:** Supervision of young people, particularly members of Stroud District Youth Council and Local Youth Forum groups who act as volunteers through youth participation programmes

## KEY DUTIES

- To assist in the delivery of the Council's Youth Work Strategy.
- To deliver and further develop operations relating to that of Stroud District Youth Council and Local Youth Forum Groups,
- To represent the Council on local partnerships advocating the interests and needs of young people.
- To establish contact and develop relationships with young people which provides them with personal and social educational opportunities.
- To assist management and delivery of youth and community work programmes with and for young people that meet the needs of the priority age range of 13-19 years and enable them to have an active involvement in District Council decision-making including that of its partners, on matters that affect them and their communities.
- To promote young peoples participation in all projects and programmes bring about change in them and their communities.
- To liaise and promote partnership working with the voluntary youth sector and other appropriate agencies, particularly those concerned with ensuring that young people's voices are heard on issues affecting their lives.
- To support the administrative systems of the project, and to produce written reports and maintain appropriate records as and

when required.

- To undertake such other duties as may be mutually agreed.

Work subject to deadlines involving changing problems, circumstances or demand.

## SKILLS AND KNOWLEDGE

- Excellent communication skills both verbal and written
- An understanding of administrative processes and systems
- Experience of working within strict budgets and controlled expenditure.
- Experience of working with the public and voluntary sectors
- IT Literate
- Ability to manage own time and workload and work as part of a team
- Hold a Level 3 (or above) Youth and Community Work qualification or similar qualification for work with young people and communities in the field of formal/informal education or community development.
- Experience of working with young people in a variety of settings
- Ability to read and interpret policy documents and communicate them effectively
- Ability to understand related policy and link to practice
- An understanding of local politics and structures
- An understanding of the national (Hear by Right) standards for youth participation

Ability to undertake work of a variety of advanced tasks, confined to one function or area of activity, which requires detailed knowledge and skills in a specialist discipline.

## COMPLEXITY AND CREATIVITY

- Ability to work in partnership and maximise a partnership's impact on youth work, whilst recognising the sensitivities of this type of practice.
- Ability to deal with conflict between protagonists in a dispute referring when required to a senior officer
- Complexity of partnership working and understanding other organisations and their methods of working and the ability to create and build on complex inter organisational relationships
- Develop an understanding of multi agency agendas and priorities
- Flexibility to work within the internal services of the Council and in both the County and occasionally the National arena

Creativity and innovation are essential to the job and need to be regularly exercised within general guidelines.

## JUDGEMENT AND DECISIONS

Work is carried out within clearly defined rules and procedures involving decisions chosen from a range of established alternatives.

## CONTACTS

- Members of the Council
- Members and staff of other local authorities and partner agencies
- Members of the public
- Young People

Issues generally not contentious, but where the outcome may not be straightforward. Within the Council, the advice or guidance would relate to issues which are less well established. Alternatively outside contacts would involve identifying details of service needs, assessment and initiating action to provide assistance, offering straightforward advice or delivering more comprehensive support and/or care.

## RESOURCES

- Responsible for: Council owned IT and communication devices; handling of cash.
- Responsible for the proper use and safekeeping of hand tools, small items of equipment and low cost materials or for the accurate handling and security of small sums of cash and cheques or financial resources.

## TRAVEL DESIGNATION

- You are required to have access to a vehicle in order to fulfil the duties of this role. You will be entitled to claim for the mileage you incur whilst on Council business in accordance with HMRC mileage rates and the Council's Travel and Subsistence policy.

## MISCELLANEOUS

- DBS Checked.
- Will be required to work with communities and attend meetings including delivery of youth and community work programmes outside of normal office hours including weekends

- Will be required to attend/deliver residential training with and for young people.

## GENERAL

- To ensure that at all times service delivery informs, reflects and supports the Council's prevailing aims and objectives.
- To work with colleagues across the organisation as required in support of organisational goals.
- To promote the Council's overall commitment to equality of opportunity/Diversity at all times and work within the requirements of the Council's Equality Scheme.
- To undertake all training and development initiatives as required.
- To work within Health and Safety guidelines in accordance with the Health and Safety at work Act.
- To work within the requirements of the Council's Environmental Policy and Management System.
- To undertake any appropriate duties required to meet the Council's obligations under the Civil Contingencies Act.

*This job description is a reflection of the present position and is subject to review and alteration in detail and emphasis in the light of future changes or developments.*