Working 4U Assistant

JOB PROFILE

Incorporates

Section 1 **Post Descriptor**

Section 2 **Person Specification**

SECTION 1: POST DESCRIPTOR

1. JOB DETAILS

Job Title: Working 4U Assistant – Youth Learning

Department: Education, Learning & Attainment	**Section:** Educational Development
Reports to: Team Leader, Youth Learning	**Grade:** Grade 5
Position Number: CS0879	**Gauge Reference:** A7505

2. JOB PURPOSE

As part of the Youth Learning Team, to be responsible for the day to day operational delivery of the Council's frontline service across West Dunbartonshire.

To take a lead role, within the Youth Learning Team, in developing partnerships with youth agencies to ensure effective delivery of services for our hardest to reach young people

To contribute to the Youth Learning Team in delivering high quality provision to young people to enhance their personal, social and educational skills, allowing them to live their life to the full potential.

To assist in the development and delivery of Outreach/Detached services

To assist in the development and delivery of Digital Youth Work

3. DIMENSIONS and SCOPE OF JOB (including budgetary and staffing responsibilities)

Budget:

The post holder has no direct budgetary responsibility but is required to ensure that any approved funding is allocated effectively in the delivery of services and monitored to ensure spend is kept within budgetary limits.

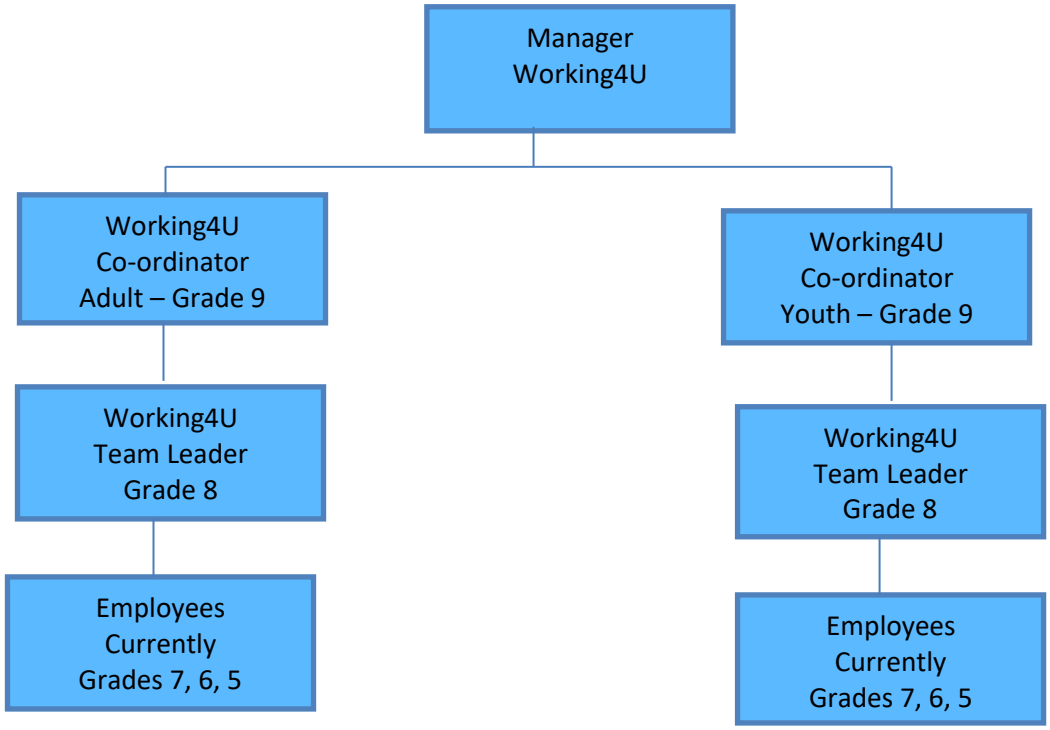
The post holder is responsible for applying for local funding for events and bids which would go to their line manager, the Team Leader Youth Learning. These small budgets would require to be monitored and the post holder would be accountable for the spend from these.

Staffing Direct:

The post holder has responsibility for the day to day supervision of sessional part time youth workers and for the direction of their work. The post holder would be responsible for providing the sessional staff with advice and guidance as well as instructing, checking and allocating work on a regular basis.

Staffing Indirect:
The post holder will also be required to foster good team building and ensure that training and staff development opportunities are provided to support the part time staff and volunteers.

4. ORGANISATIONAL CHART
(shows levels directly above and below this post and includes grades of posts)



5. ROLE OF DEPARTMENT/SECTION

Working4U provides a wide range of services within the Housing and Employability department including Community Based Adult Learning, Youth Services, Community Literacies, Employability and Money Advice services across the authority.

The Service works closely with partners and the wider community to support lifelong learning for all ages and abilities.

The Service is regularly inspected by HMIe under the *How Good is the Learning and Development in our Community?* Quality Assurance frame work.

The Section is an integral part of the Housing and Employability Service, Working4U Department's functions in meeting its statutory duties, improvement targets and local objectives.

Systems and procedures are in place to monitor the impact on service users and are used to establish quality assurance and review actions.

Effective liaison with a range of internal and external partners is expected in the delivery of Community Learning and Development services.

There is close liaison with other Council departments to meet local priorities and initiatives and ensure best value principles and practices.

The Department leads and coordinates the development, delivery and monitoring of the Local Outcome and Improvement Plan. The post holder will also be expected to contribute to the development and monitoring of the Youth Learning Team Plan, and where appropriate, the Working4U Service Plan and CLD Plan.

Regular reports are provided to elected members and service users.

The Service reports on funds provided by the Scottish Government and a range of national organisations as required reflecting agreed targets and objectives.

6. KEY ACTIVITIES, RESPONSIBILITIES and OUTCOMES

To engage with young people and work in partnership with organisations and agencies in developing and delivering services which meet identified needs, in particular, targeting and developing work with young people via outreach/detached services and digital youth work.

To develop and deliver structured programmes for young people with embedded learning content and measurable outcomes.

To deliver a range of programmes and activities including holiday programmes, and diversionary activities in a range of locations frequented by young people.

To promote the work of the service to young people and among partner agencies.

To audit and map provision across geographic areas, understand what provision exists and identify gaps in provision.

To record contact with young people, assess need, monitor development and progress, work with clients and partners to inform and advise about progression routes available.

To identify and make contact with young people not participating in mainstream Working4U services and work with them to identify and overcome barriers with the long term aim of enabling young people to participate purposefully in mainstream provision.

To evaluate and report on the outcomes of work undertaken to inform future planning and good practice.

To contribute to planning work within the section, including service and operational planning, policy development, quality assurance and best value.

To assist in the planning, delivery and evaluation of youth events and promotion work.

To represent the service on corporate and inter-agency working groups as directed.

To manage resources and budgets as directed and assist in sourcing external funding.

To plan, organise and deliver services through engagement with partners.

To contribute to the development of policy, planning and assurance frameworks.

7. PROBLEM SOLVING

The post holder is expected to resolve problems or situations, generally by applying existing practice and procedures.

However, the post holder will be required to interpret information and use those skills to decide which course of action to take to find a solution.

The post holder will also require judgement to resolve problems, particularly when providing evening activities for young people where issues may arise and the line manager/a more senior member of staff may not be available till the next day. Normally the post holder would only approach their line manager in relation to unusual or difficult problems.

8. PLANNING

The post holder is responsible for planning their own day to day work, and that of part time sessional staff, under the overall direction of the line manager.

The post holder is required to develop an annual Project Board Work Plan in line with the 3 Year Service Plan, Youth Alliance Strategy, HMIe Quality Assurance frame work and the CL&D Strategic Guidance.

The post holder will also be expected to contribute to the development and monitoring of the annual Youth Learning Team Plan and the Working4U Service Plan.

The post holder will also assist with the development and implementation of the annual Youth Learning Plan and contribute to the Performance Management System as required.

9. ASSIGNMENT AND REVIEW OF WORK

The post holder will set and agree objectives and work plans with the Team Leader for Youth Learning.

There will be regular formal and informal meetings with the Team Leader for Youth Learning and other colleagues to review and report on progress.

10. COMMUNICATIONS AND WORKING RELATIONSHIPS

Internal communications and working relationships:

The post holder will support and work closely with colleagues in the Youth Learning Team, colleagues in the wider department and members of other departments to contribute to activities and respond to developments as required.

The post holder will assist with projects as directed to contribute to the aims and objectives of the department.

External communications and working relationships:

The post holder will liaise with young people, partners, community groups and organisations in developing and contributing to Youth Learning initiatives.

The post holder is required to have the appropriate skills to deal with young people who may be challenging to work with.

The post holder will also work where relevant with National Bodies, colleagues from other Councils and external agencies.

Direct contact with the young people will likely take place over evenings and weekends.

11. DECISION MAKING

The post holder will be advised, through the Team Leader Youth Learning, the strategic aims of the Working4U Service, what is to be achieved in relation to Youth Learning front line provision but will be expected to utilise his/her initiative in interpreting how best to develop the services in consultation with young people.

The work overall will be subject to professional advice and managerial guidance.

12. MOST CHALLENGING PART OF THE JOB

There is a need to be creative in finding and developing ongoing and new ways to continue to effectively engage young people and partners in Youth Learning and in order to continue to maintain a high quality Youth Service which meets the requirements and challenges of changing local and national priorities.

Having to deal with sometimes challenging young people and situations.

13. GENERAL

Disclosure/PVG membership: PVG for children required

Politically Restricted Post: n/a

The duties and responsibilities contained within this Job Profile should be regarded as neither exclusive nor exhaustive as the post holder may be required to undertake other reasonably determined duties commensurate with the level and grade of the post without changing the general character and nature of the post.

14. WDC TRAINING

West Dunbartonshire Council – Operates Skills Passports for all employees, which details the training available and timescales for undertaking courses. Skills passports are available via the Council's Intranet Organisational Development & Change

- Skills Passport A – New Entrant Employee Passport

Includes WDC Induction; Equality & Diversity; Data Protection (GDPR) & Security Awareness and relevant i-learn modules;
Policy Reading: Code Of Conduct; ICT Information Security Policy and Acceptable Use Policy

- Skills Passport B – WDC Employee Passport

Includes relevant i-learn modules

15. ROLE SPECIFIC TRAINING

Workin4U has a commitment to all employees to undertake both generic training and specific role training. The list below gives examples of training to be undertaken although not exhaustive;

Child/Adult Protection
Risk Assessment
Youth Accreditation Award Schemes e.g. Youth Scotland, Saltire, John Muir
Youth Health e.g. Drugs, Alcohol, Mental Health
Social Media and Digital Platforms
Detached Youth Work

Post Descriptor Prepared by: Team Leader, Youth Learning
Date: January 2021

SECTION 2: PERSON SPECIFICATION

Essential	**Desirable**
Qualifications/Professional Membership	
Basic Youth Work Training Course (PDA in Youth Work or equivalent)	
Training	
Understanding of relevant health and safety requirements for working with young people	Outreach Training
	Digital Youth Work Training
Experience	
Experience of engaging with young people in the delivery of Community Learning & Development preferably within a Local Authority context	Experience of engaging with young people through outreach provision within a youth work setting
Knowledge and Skill	
Understanding of the principles underpinning partnership working and community engagement. Understanding of the National and local policy context driving the development of youth work.	Good ICT skills
Disposition	
Able to communicate effectively with good written and verbal skills. Able negotiator who can work to own initiative and work effectively as part of a team.	