

JOB PROFILE

Post Title: Youth Worker

Post Number: Generic

The Youth Worker's role is to contribute to the delivery of youth work opportunities in a variety of settings, including youth clubs and in collaboration with schools and other agencies. Youth Workers will report to a Youth Development Worker and will work closely with other youth work staff and volunteers to maximise opportunities for young people to access social and personal development as well as learning opportunities.

The main duties of the Youth Worker are:

- To develop effective, appropriate and supportive relationships with young people using Youth Work services.
- To deliver local provision for all young people that supports their personal, social and educational development.
- To develop with young people, a programme of activities and learning opportunities in line with the four capacities of the Curriculum for Excellence.
- To deliver youth achievement programmes, e.g Duke of Edinburgh's Award, Youth Achievement Awards etc.
- To encourage active participation of young people in the decision-making processes in civic life, policy and service development e.g Shetland Youth Voice, local youth forums and Shetland Young Scot services.
- To participate in the development and delivery of initiatives that specifically target young people in need or at risk of exclusion.
- To contribute to building the capacity of young people to consider risk, make reasoned decisions and take control of their lives
- To work with and support partner organisations to deliver quality local provision for young people.
- Participation in team meetings to discuss planning, preparation and delivery of projects/programmes.
- Contribute to developing community capacity to support and deliver local youth provisions. Ensure that young peoples' achievements are recorded and measured appropriately.
- Use planning and evaluation frameworks as appropriate eg How good is Our Community and Learning and Development, Evaluation and Planning tools.
- To support and signpost young people to access advice, support and guidance services and other specialist services as required.

- To handle and balance cash in the Youth Club setting as required.

From time to time, the Council may require the post holder to undertake duties outside those specified.

PERSON SPECIFICATION

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This person specification describes the values and attributes of a suitable candidate for our role. Through the recruitment and selection process, we shall be looking for evidence that you understand, share and can demonstrate our values and possess the essential attributes.

Our Values

In Shetland Islands Council, **excellent service** is at the heart of everything we do. We provide **excellent service** by **taking personal responsibility** and **working well together**. We demonstrate this by;

1. Providing an excellent level of service, by making sure we understand, meet and manage our service users' needs.
2. Having a positive attitude and taking our responsibilities as employees of the council seriously. Working in an open and honest way, reflecting on our performance and looking for opportunities to improve and develop.
3. Demonstrating a positive attitude by being open-minded, fair, respectful, trustworthy and honest.

For more detailed information on the Council's values, please visit the Shetland Islands Council's website and search for 'Our Values'.

Additional post specific attributes are set out below;

	ESSENTIAL	DESIRABLE
<u>Personal Features/Qualities</u>	Ability to relate well to young people Personal motivation and ability to motivate others Ability to work without direct supervision Sensitivity to needs of others Ability to maintain confidentiality	Ability to adapt to different situations
<u>Relevant Experience</u>	Previous experience of working with young people	Work with young people through drama, sport, music, craft or media/IT

Education

Ability to complete relevant training and development in Youth Work, as required eg. SVQ1 or Intermediate 1 in Youth Work

Additional qualifications/ training in youth work related subjects

Skills, Abilities and Knowledge

An understanding of issues facing young people

Specialist skills - e.g. drama, sport, craft

An understanding of planning, delivering and evaluating activities for young people

Good communication skills, both written and oral.

Numeracy skills in relation to tuck shop payments and fee collection.

Allowances: Distant Islands Allowance

Evaluated Grade: E

Date of Evaluation: 08/05/2013

PVG Membership: C

Disclosure Check: N

Date of Last Amendment: 03/05/2018