

## JOB DESCRIPTION

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| <b>Job Title:</b> Senior Youth Development Officer                                |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                | <b>Ref No:</b>  | <b>JE Ref:</b> G132                    |
| <b>Department:</b> Education, Skills and Community Wellbeing – Youth Work Service |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                | <b>Band:</b> 11 | <b>Location:</b> Dumfries and Galloway |
| <b>Responsible To:</b>                                                            | Manager – Young People                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |                 |                                        |
| <b>Responsible For:</b>                                                           | Champions Board Staff, Youth Development Workers, Wider Achievement Workers, Youth Workers, admin and clerical staff and resources                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |                 |                                        |
| <b>Job Purpose:</b>                                                               | To assist the Manager – Young People in the planning, development and delivery of youth provision, in response to the local needs of young people and the Service Workplan. To support frontline staff with their work directly with young people to promote and develop a young person led curriculum which maximises opportunities for social and personal development.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |                 |                                        |
| <b>Main Responsibilities:</b>                                                     | <ul style="list-style-type: none"><li>• To support staff and volunteers to deliver high quality frontline services to young people across Dumfries &amp; Galloway.</li><li>• To support the delivery of youth events and activities for young people particularly those aimed at vulnerable or marginalised young people.</li><li>• To support the development of the Champions Board and participation of care experienced young people within the Champions Board projects</li><li>• Lead on strategic support to youth work teams assisting with quality assurance including self-evaluation and inspection requirements, training, development &amp; health and safety.</li><li>• To work with in partnership across our council and external organisations to support the development of youth work through participating in a range of strategic groups including the Champions Board.</li><li>• To be our Council's nominated representative for a number of national organisations and participate within their regular meetings, representing the local authority</li><li>• Formally act as our Council's Duke of Edinburgh's Award Manager ensuring full compliance with our licensing agreements</li><li>• To lead on the service's health and safety arrangement and performance management arrangements</li></ul> |                 |                                        |
| <b>Job Activities:</b>                                                            | 1. To manage staff including recruitment, practice monitoring and deployment both to task and facilities.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |                 |                                        |

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|  | <ol style="list-style-type: none"><li>2. To co-ordinate the Youth Work Services effective implementation of the Young Peoples Service Strategic Plan, Youth Strategy &amp; Youth Work Curriculum</li><li>3. Contribute to the process of self-evaluation of Youth Work service delivery and to the planning for improvement.</li><li>4. Oversee management information system that will provide reports, statistical information and evidence of developments.</li><li>5. To support and supervise the implementation of a range of developmental opportunities for young people.</li><li>6. To support and supervise:-<ul style="list-style-type: none"><li>• the delivery of a broad range of learning opportunities</li><li>• guidance for young people returning to, or participating in, programmes of learning</li><li>• the records of participant achievement in core skills and in other learning contexts.</li><li>• the value of the learning experience for the individual and community, including assessment and monitoring.</li></ul></li><li>7. To develop, implement and monitor programmes of action in response to local needs which contribute to the operational plan of Young Peoples Services including Champions Board</li><li>8. To identify and maximise appropriate sources of funding that would support the development of Young Peoples activities</li><li>9. To work with and support the community and partners in the promotion and development of local, area and regional events and initiatives, as appropriate.</li><li>10. To ensure high quality marketing and publicity of the opportunities available through the Youth Work Service.</li><li>11. To represent the Manager Young People on regional bodies, associations and working groups as appropriate.</li><li>12. To undertake staff development as required.</li><li>13. To undertake such other duties and responsibilities of an equivalent nature as may be determined by the postholder's supervisor from time to time, in consultation with the postholder.</li><li>14. Manage all budgets in relation to Duke of Edinburgh's Award and wider achievement</li><li>15. Manage all physical resources in relation to Duke of Edinburgh's Award</li><li>16. Responsibility and management for all service vehicles including minibuses and mobile youth centre</li></ol> |
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| <b>Performance Management</b> | <p><b><i>The job activities listed are not exhaustive and may be added to or amended consistent with the job purpose.</i></b></p> <ul style="list-style-type: none"> <li>• To manage your own performance and any staff you may be responsible for in accordance with the Council's values of Customer First, continuous improvements, openness and honesty, local decision making and team working.</li> <li>• To achieve the agreed performance targets detailed in the work plan and contribute to performance appraisal activities.</li> <li>• To manage your own performance in compliance with all Codes, Regulations and procedures including Code of Conduct, Health and Safety and Governance.</li> <li>• To manage risk, promote risk awareness and prioritise work in light of the risk analysis.</li> <li>• To actively commit to the Council's equality and diversity vision statement and associated policies that promote fairness and equality and celebrate diversity, in dealing with colleagues, clients and service users.</li> <li>• To take all reasonable measures to limit carbon emissions and reduce energy/ resource consumption when undertaking work activities.</li> </ul> |                         |
| <b>Prepared by:</b>           | <b>Mark Molloy, Manager – Young People</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               | <b>Date: 02/08/2024</b> |