

Youth Support Worker

Location as per advert

At a glance:

Grade: F

Salary: As per advert

Allowances:

- Distant Islands Allowance

Job Purpose:

To contribute to the development, coordination and delivery of youth work opportunities for young people participating in the SEAL Project in collaboration with schools and other agencies. You will work closely with the SEAL Team to develop appropriate informal learning opportunities for groups of young people.

For application support contact hrsupport@orkney.gov.uk or call **01856 873535 ext.2250**

Benefits and Support

34 days annual leave, increasing to 39 days over 5 years, inclusive of Public Holidays (pro-rata)	Supported to work and earn whilst achieving qualification
Local Government Pension Scheme	Maternity, Paternity and Sick Pay
Comprehensive induction process	Employee Assistance Programme

Main Duties and Responsibilities

Engaging with young people and co-ordinating selection procedures for youth achievement and other youth programmes.

Establishing a positive working relationship with those young people who become involved and supporting them to actively participate in the decision making, organisation, and running, of what is essentially their own project.

Creating a climate where young people are motivated towards positive goals. Encouraging group work and team building.

Valuing young people and giving them support and encouragement to help them fulfil their personal goals.

Supporting young people in a non-judgemental way, especially in crisis situations. Listening to the needs of those involved and delivering a flexible response.

Providing a caring, controlled environment which encourages the development of self-discipline and ensures good Equal Opportunities practice is followed.

Liaising with other networks inside and outside the school, including the Community Learning and Development Service, Careers Service, school management, community groups and employers.

Supporting and motivating young people to achieve accreditation for work done during the programme (e.g., Dynamic Youth, Youth Achievement Awards, ASDAN).

Recording all information relating to the running of youth programmes and the achievements of young people involved.

Producing written reports on the progress of the group(s) and an evaluation of the programmes you are working with.

The post holder will predominately be based indoors but the role will require outdoor working/activities and will involve travelling between locations.

The postholder will be required to deal with members of the public, service users and external agencies.

The post may involve cash handling, processing cheques or invoices involved in the delivery of the programme.

The postholder will be required to use a range of computer packages, including Microsoft Office.

Responsibilities for All

Embody the Council Values of Accountable, Reliable, Considerate and Collaborative.	Participate in team meetings, 1 to 1s, supervision and good conversations process
Handle all information in confidence and in line with Data Protection requirements	Comply with the Council Employee Code of Conduct
Work safely to prevent risk to yourself and others	Comply with relevant professional body codes of practice/conduct
Ensure Equality, Diversity and Inclusion	Any other duties appropriate to your grade
Undertake mandatory and relevant training and development	Where required Support the Council's emergency response

Skills and Requirements

Must have

Recognised youth work and/or training qualification.
Experience of facilitating self-learning in young people.
Experience of working within a youth-oriented sector.
Experience of managing conflict and of working with challenging young people.
A good understanding of youth work approaches to working with young people.
Knowledge of facilitating self-learning in young people.
A basic understanding of portfolio building (e.g. gathering of evidence for accreditation).
Strong group management skills with knowledge and experience of conflict management.
Experience of using innovative approaches to working with young people.
Knowledge of issues related to disaffection.
Ability to travel efficiently and effectively between various work locations within Orkney to meet the operational requirements of the Service.

Requirements of the Role

Disclosure/PVG:	Level 2 Disclosure, PVG Children	Convictions to Declare:	All
Politically Restricted Post:	No	Sponsorship:	No
Work Additional Hours:	No	Term Time Post:	Yes

