

JOB DESCRIPTION

Job Title: Youth Development Worker		Ref No:	JE Ref: BM26(6)
Department: Education, Skills and Community Wellbeing	Band: 8 (Unqualified) / 9 (Qualified)		Location: Dumfries and Galloway
Responsible to:	Senior Youth Development Worker		
Responsible for:	Front line Youth Work and administrative staff in the designated function		
Job Purpose:	• Develop programmes of action in response to local needs and which contribute to the delivery of Youth Work Outcomes • Manage, supervise and support associated professional staff working in Young People's Services/Youth Work		
Main Responsibilities:	• Determine, in consultation with local individuals, groups and agencies, the needs and aspirations within the local area through the development of needs assessment and to develop, implement and monitor programmes of action to address these needs • Recruit, train, support and supervise staff and tutors • Support the development of local community projects and initiatives with an emphasis on building the capacity of individuals, groups and organisations • Identify and maximise appropriate sources of funding that will support the development of Youth Work activities • Represent the service on local partnerships, organisations and working groups as appropriate • Implement and support, at a local level, regional strategies and policies linked to Youth Work • To support and supervise the implementation of a range of developmental opportunities for young people • Support and implement at a locality level: ○ the delivery of a broad range of learning opportunities targeted at those most in need ○ guidance for learners returning to, or participating in, programmes of learning ○ records of participant achievement in core skills and in other learning contexts		

Job Activities:	1. Prepare reports relating to community activities and to provide qualitative and quantitative evidence of the effectiveness of local programmes 2. Contribute to the process of self-evaluation with Sector partners and to the planning for improvement, at a locality level 3. Work with and support the community and partners in the promotion and development of local, area and regional events and initiatives, as appropriate 4. Undertake staff development as required with a focus and commitment to the CLD Professional Standards and Competencies 5. Ensure high quality marketing and publicity of the opportunities available through the service 6. Ensure any financial practices within the remit are undertaken in accordance with the Council's financial procedures 7. Adhere to the Council's Health and Safety Policy and any specified responsibilities within this 8. Adhere to the Council's policies on Equal Opportunities, Race Relations, and the Disability Discrimination Act <i>The job activities listed are not exhaustive and may be added to or amended consistent with the job purpose.</i>
Performance Management	• 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. • To achieve the agreed performance targets detailed in the work plan and contribute to performance appraisal activities. • To manage your own performance in compliance with all Codes, Regulations and procedures including Code of Conduct, Health and Safety and Governance. • To manage risk, promote risk awareness and prioritise work in light of the risk analysis. • 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. • To take all reasonable measures to limit carbon emissions and reduce energy/ resource consumption when undertaking work activities.
Prepared by:	Young People Manager Date: August 2018

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