COMHAIRLE NAN EILEAN SIAR

JOB DESCRIPTION

Job Title:	Youth Worker	**Job Number:**	4964
Department:	Chief Executives Department	**Grade:**	C
Location:	Pointers Drop-in Centre, Stornoway	**Date:**	2026
Responsible To:	The Extended Learning Manager; in the first instance to the Youth Drop-in Co-ordinator		

Job Purpose

To work with young people and volunteers within Pointers Drop in Centre. This would involve developing relationships, identifying needs and responding to those needs. Assist in planning and to deliver and evaluate structured youth work sessions and youth awards.

Duties

1. Supervise young people within Pointers Drop-in Centre.
2. Engage with and develop positive relationships with young people and volunteers.
3. Assist in organising activities and events for young people, taking into account their needs and aspirations.
4. Deliver and evaluate activities for young people.
5. Complete recordings and reports.
6. Attend all relevant meetings and training.

General Accountabilities

1. To ensure that all information received and disseminated, whether verbal, written or electronic concerning all employees, prospective employees or service users is treated in the strictest confidence and that all such information held is regulated and controlled in a similar manner in compliance with Data Protection legislation.
2. To ensure compliance with Standing Orders and Financial Regulations of the Comhairle.
3. To ensure that all duties and responsibilities are performed in a safe manner so that no risk to health and safety arises to yourself, any other employee or member of the public.
4. As the Comhairle is committed to the effective management of risk, it is the responsibility of all employees to carry out their duties and responsibilities with adequate regard for Risk Management as outlined within the Comhairle's Risk Management Policy.
5. To comply with the Comhairle's Equal Opportunity Policy in Service Delivery and Employment, thereby promoting a fair and quality service to all.
6. To keep under review your own development needs. Learning needs should be discussed and determined at your annual Performance Appraisal and you will be required to undertake training as identified and as appropriate and required for the effective performance of the duties of the post.
7. Any other duties or responsibilities that may need to be allocated from time to time to ensure the efficiency of the service.



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PERSON SPECIFICATION

This form lists the essential and desirable criteria required. Applicants will be leeted on the basis of meeting the criteria. Please ensure you complete your application form considering the criteria below.

Job Title: Youth Worker **Job Number:** Various

CRITERIA	ESSENTIAL	DESIRABLE
Knowledge	E1. Health & Safety and child protection implications for working with young people. E2. Knowledge of youth work activities.	D1. Specific knowledge of youth issues is an advantage.
Skills and Abilities	E3. Able to be assertive without being threatening. E4. Skilled in working with young people. E5. Ability to set up and supervise groups sessions.	
Education and Experience	E6. Proven experience of working with young people.	D2. First Aid Certificate.
Other Factors	E7. Ability to work evenings and weekends.	D3. MIDAS trained for Minibus. D4. Ability to speak Gaelic.