ORKNEY ISLANDS COUNCIL

Senior Youth Worker

Work location as per advert

At a glance:

Grade: E

Salary: As per advert

Allowances:

- Distant Islands Allowance

Job Purpose:

You will work with the General Youth Worker, volunteers, and partners to support young people in meeting their social, recreational, and educational needs. The role focuses on building confidence, developing relationships and skills, encouraging positive group dynamics, promoting responsible decision-making, and broadening young people's perspectives.

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

- Develop positive relationships with young people based on trust and mutual respect.
- Encourage active participation by young people in the decision-making, organisation and running of the activities.
- Take action, together with young people, General Youth Workers and volunteers, to tackle issues and meet needs.
- Create opportunities for young people to meet in a relaxed, secure environment.
- Create an atmosphere which encourages the development of ideas.
- Assist in developing a varied programme of activities which reflects the needs of young people both educational and recreational.
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- Contribute to the recording and evaluation of the youth club programme of activities.
- Take responsibility for young people during activities in terms of their Health and Safety.
- Assess the social and educational needs of young people and those presented on their behalf by General Youth Workers and/or volunteers.
- Ascertain the training needs of those General Youth Workers and/or volunteers for whom responsibility is held.
- Act as an arbitrator in cases of dispute involving young people, General Youth Workers and/or volunteers and carers.
- Be involved in the recruitment of General Youth Workers and/or volunteers and be responsible for their induction.
- Be the link between the designated Community Learning Officer and both General Youth Worker/s and/or volunteers.
- Be responsible for disseminating information within and on behalf of the agency, keeping General Youth Workers and or volunteers and young people aware of developments.
- Maintain records of youth work sessions, monitoring and evaluating courses of action.
- Inform the appropriate individual/organisation of any damage or irregularities occurring during youth work sessions.

Organise at least 3 staff meetings per year with General Youth Workers and/or volunteers in order to plan the club programme, inform staff of any changes in current practice & to discuss any other issues that affect the smooth running of the club.
Attend Youth Work Training Sessions including, within the first 3 months of taking up appointment, Child Protection Training and First Aid Training (minimum 5 hours basic first aid course). In subsequent years, all Senior Youth Workers employed by the Authority must attend a minimum of two Youth Work Training Sessions approved by their designated Community Learning Officer.

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

Good general standard of education, including literacy and numeracy.
Some experience and understanding of work with children and young people in an informal learning and play setting.
Knowledge of practice and procedures relating to Health and Safety and Child Protection.

Requirements of the Role

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