

Job Description

JOB TITLE:	Youth Support Worker (Universal ‘Safe Spaces’)
GRADE:	F
POST NUMBER:	TBC
DIRECTORATE:	Children’s Services
SERVICE:	Young Tower Hamlets
RESPONSIBLE TO :	Senior Youth Worker
RESPONSIBLE FOR:	N/A
	<p>This post requires a DBS check:</p> <ul style="list-style-type: none"> • Enhanced with Barred list check (Both Adult and Child Workforce) <p>This post does not require a DBS check.</p> <p>This post is not politically restricted.</p>
JOB SUMMARY:	<p>This post will be responsible for delivering and developing youth work sessions for young people as part of the Young Tower Hamlets universal ‘safe spaces’ offer across the borough.</p> <p>As part of the Young Tower Hamlets offer there will be ‘safe spaces’ for young people aged 11-to-19 years old (extending up to 25 years old for young people with special educational needs or disabilities) in every ward throughout the borough. The offer directly supports the aim and outcomes of Tower Hamlets strategy to reduce violence, vulnerability and exploitation affecting young people through providing young people with accessible safe spaces to go, positive and educational activities for young people to participate in and access to additional support from skilled youth workers.</p>
ROLE REQUIREMENTS:	
1.	To establish, develop and maintain positive voluntary

	relationships with young people accessing the Young Tower Hamlets universal 'safe spaces' offer.
2.	To effectively engage with young people through one-to-one conversations and group work activities contributing towards the holistic personal, social, emotional and educational development of young people.
3.	To support young people in their understanding of risk and empowering young people to take positive action which promotes wellbeing and safety.
4.	To assist in signposting and referring young people to other universal, targeted and specialist services where appropriate to ensure that the needs of young people are met.
5.	To participate in the effective planning, delivery and evaluation of the universal 'safe spaces' offer. This includes centre based, off-site activities and residential experiences for young people.
6.	To support young people to participate in the co-production of the universal 'safe spaces' offer, so their voices and experiences are heard and understood. This will meaningfully inform the delivery of a high-quality, individualised and responsive service for young people.
7.	To ensure that youth work practice models inclusivity and provides equitable opportunities for all young people. This is underpinned by principles of social justice, equality and rights as well as embracing and celebrating diversity in all its forms.
8.	To establish appropriate boundaries and respond effectively to behaviours displayed by young people to ensure a safe and inclusive environment. This may include the use of restorative approaches which promote young people's learning and development.
9.	To support with building duties which may include the opening and closing of buildings for session delivery as well as undertaking relevant health and safety tasks.
10.	To attend and participate in team, service, division and directorate meetings relevant to role as required.
11.	To attend and participate in supervision, appraisals and training relevant to role as required.
12.	To ensure that those relevant policies, procedures, guidance, risk assessments and reporting mechanisms are followed.
13.	To keep abreast of legislative guidance, policy developments, good practice and other initiatives as they

	relate to Youth Work ensuring that these are directed into practice and universal 'safe spaces' provision.
14.	To maintain personal and professional development to meet the changing demands of the role and participate in appropriate workforce development activities including the council's performance, development and review scheme.
15.	To ensure that all duties and responsibilities are discharged in accordance with the council's policies and procedures, Code of Conduct and relevant regulations and legislation. To comply with the council's equal opportunities and diversity policies ensuring anti-discriminatory practice within the service area.
16.	To undertake additional duties that may arise from time-to-time commensurate with the grade of the post. This may include working across other areas of the Young Tower Hamlets as/when required (e.g. detached youth work and sports).
17.	The requirement of this role includes primarily working evenings and weekends.
CORPORATE RESPONSIBILITIES	
18.	Actively contribute to the council's priorities and outcomes in a way that promotes a 'one organisation' approach.
19.	Develop and maintain positive relationships with colleagues, stakeholders and communities to ensure the council and the directorate strategic priorities are effectively implemented.
20.	Promote equality among all staff and ensure that services are delivered in a non-discriminatory way, that is inclusive of all disadvantaged groups.
21.	Support organisational change and learning, following and implementing appropriate systems of self-development, communication and engagement, quality measures, monitoring and review in delivering the functions of the role.
22.	Promote sustainability, including encouraging a culture of innovation and accountability amongst all council staff.
23.	Adherence to the council's commitment to the health, safety and welfare at work policy, including: <ul style="list-style-type: none"> • always ensuring that duties and responsibilities are carried out in accordance with the Council's Policies and Procedures including Financial Regulations, Standing Orders, Workforce & Organisational Policies and Procedures, the Council's Health & Safety Policy.

PEOPLE	<i>[This should detail those aspects of that require contact and interaction with other individuals, either within the council and/or in outside organisations, and the intended outcome of this]</i>
24.	To contribute towards the process of developing effective partnership working as part of the Young Tower Hamlets offer.
25.	To be responsible for modelling and embedding practice which is underpinned by the Council's and youth work ethics, values, beliefs and principles.
26.	To work collaboratively as part of the Young Tower Hamlets team to deliver a high quality and impactful offer for young people.
FINANCE	<i>[This is for roles that have budgetary responsibility, e.g. the requirement of managing budgets, delivery targets and the efficient deployment of resources – delete if not applicable]</i>
27.	To effectively manage resources allocated by senior members of staff as part of the delivery of services for young people to ensure best value.
28.	To support young people where appropriate in identifying sources of funding and supporting their participation in related processes.
29.	To be accountable for undertaking all duties according to the Council's agreed policies and procedures, standing orders and financial regulation.
SERVICE	<i>[This section will include requirements that the job holder may have in respect of quality assurance, continuous improvement, and the efficiency of the service]</i>
30.	To participate in activities linked to quality assurance as part of a culture of continuous learning that enables staff to achieve their full potential and therefore improve outcomes for Tower Hamlets young people and families.
31.	To participate in workforce development opportunities as part of ensuring the relevant qualifications, knowledge and skills to effectively perform the role.
32.	To be responsible for ensuring that the Council's youth service complies with the Council's policies and procedures as they relate to recruitment, safeguarding, diversity and equality, and health and safety; ensuring that these are embedded in the Service's ways of working.
PERFORMANCE	<i>[This section needs to list the specific targets that are required to be met by the post holder and how these will be achieved]</i>

33.	To support young people to participate in and achieve accredited outcomes.
34.	To record timely and quality information on the youth work service management information systems.
35.	To record timely and quality information related to accident and incident reporting.

OTHER CONDITIONS:

To maintain personal and professional development to meet the changing demands of the job and participate in appropriate training/development activities including the council's 'My Annual Review' scheme.

[For supervisory staff add the following] To engage and develop all staff in the team to ensure they have clear personal development plans.

Ensure that all duties and responsibilities are discharged in accordance with the council's policies and procedures, Code of Conduct and relevant regulations and legislation.

To comply with the council's equal opportunities and diversity policies ensuring anti-discriminatory practice within the service area.

To undertake additional duties that may arise from time to time commensurate with the grade of the post.

Person Specification

Person Specification for the Post of		Essential I or Desirable (D) (if applicable)	Method of Assessment A= Application Form T= Test I= Interview
Knowledge	An understanding of the factors affecting young people locally.	E	A/T/I
	An understanding of current principles and practice related to youth work.	D	A/I
	An understanding of equal opportunities, anti-discriminatory practice and ability to apply into work with young people, colleagues, partners and communities.	E	A/I
Qualifications & Experience	A recognised Youth Work Qualification (Level 2) or willingness to work towards achieving qualification as part of the probationary period.	E	A/I
	Effectively engaging with young people individually or in groups which demonstrates the ability to quickly engage young people, develop rapport and maintain positive relationships.	E	A/T/I
	Treating young people's concerns with respect and sensitivity while being aware of the limitations that are	E	A/T/I

	<p>required by confidentiality and safeguarding.</p> <p>Establish appropriate boundaries and respond suitably to behaviours displayed by young people to ensure a safe and inclusive environment.</p> <p>Ability to develop and deliver positive activities which facilitate young people's holistic development.</p> <p>Experience of working in partnership with other services for young people.</p>	<p>E</p> <p>E</p> <p>E</p>	<p>A/T/I</p> <p>A/T/I</p> <p>A/T/I</p>
Living the TOWER Values sets out the essential behaviours required of all staff.		They are aligned to the organisation's five TOWER Values	
We work TOGETHER across boundaries and with partners to achieve the best outcomes for Tower Hamlets	Ability to establish and develop positive relationships with a diverse range of young people.	E	A/I
We are OPEN and transparent	<p>Ability to establish professional effective working relationships with a range of partners and colleagues.</p> <p>Thinks about the people they communicate with and adjusts their style accordingly.</p>	<p>E</p> <p>E</p>	<p>A/I</p> <p>A/I</p>
We are WILLING to challenge, innovate and be accountable	Ability to develop and use innovative youth work approaches that meets the needs of vulnerable young	E	A/I

	people.		
We empower each other to be EXCELLENT and go the extra mile	Ability to raise young people's aspirations and self-expectation and promote the positive image of young people.	E	A/I
We RESPECT all communities; they are the heart of everything we do	Ability to Involve young people in service design, delivery and feedback.	E	A/I
Additional Requirements	To meet exceptional business needs a willingness to work outside of contractual hours in the evenings and weekends with notice, unless there is good reason where this is not possible.	E	A
	To comply with the requirement to carry out a DBS check on this role.	E	A