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# JOB DESCRIPTION

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| **Post Title:** | Youth Homelessness Youth Support Worker Post 1 | **Department / Service:** | Community Development Service/ Conwy Youth Service [CYS] |
| **Hours:** | 37 hours per week  This is a funded post secured until March 2025 | **Level:** | JNC Pts 13 – 16  £27,681 - £30,416 |
| **Location:** | Office base Coed Pella, working across the County - Hybrid working | **Job Evaluation Number:** | N/A |
| **Responsible to:** | Youth Homelessness Co-ordinator | **Responsible For: (Staff)** | N/A |

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| **Job Purpose:** |
| Working under the supervision of the Youth Homelessness Co-ordinator, the post holder will have responsibility for the delivery of a range of activities aimed at contributing to the goal of reducing levels of youth homelessness in Conwy.  This post has been created as a result of funding, provided directly by Welsh Government to local youth authority youth services, with the aim of addressing youth homelessness. This forms part of the National Assembly’s goal of eradicating youth homelessness by 2027.  The purpose of this role is to support the local arrangements of the Youth Engagement and Progression Framework [YEPF] which has systems in place to identify young people at risk of disengaging from education, employment or training. The role entails supporting young people who have been identified at being at risk of disengaging due to their potential or actual homelessness.  The post holder will be required to provide support to young people experiencing difficulties which may lead to homelessness and those who are currently experiencing housing issues. The post holder will also be required to deliver awareness raising programmes within education establishments and community-based youth provision.  The post holder will be required work within Community settings 2/3 evenings per week |

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| **Duties and Responsibilities - Job Specific** | |
|  | **Youth Homelessness Project Development** – provide support and guidance to young people identified through the YEPF as being at risk if disengaging due to the possible or actual homelessness. Develop a case work response to their individual needs and advocating on their behalf in order to address their homelessness and related issues. |
|  | **Stakeholder Input** – all provision either established or new should demonstrate that it is being delivered following stakeholder consultation. The post holder will be responsible for ensuring that meaningful consultation is ongoing with relevant stakeholders, in relation to the programmes s/he is responsible for. |
|  | **Face to face youth work** – develop supportive relationships with young people, asses their needs and advocate on their behalf with other services and agencies. Develop individual action plans with each young person referred to the Service. Assist with the delivery of a number of face to face youth work sessions within schools and community provisions across the County. There will be a need to deliver outside of school times and within area youth work provisions. |
|  | **Support and guidance** – develop open access information points for young people at risk of becoming homeless. This work to be undertaken by means of targeted drop-in sessions at localities within Conwy working alongside established workers from agencies and projects. |
|  | **Partnership Working-** This post will require the holder to maintain existing professional working relationships with partner agencies within the field of youth homelessness. There will also be an expectation that the post holder will seek to develop new partnerships with a variety of external providers such as other statutory services, third sector and community groups |
|  | **Staff development** – responding to training needs, emerging from professional development reviews and changes in provision delivery, support the Principal Youth Officer, Area Youth Worker and the Targeted Team in the delivery of staff training on the issues of youth homelessness when requested. This to ensure that the Youth Service maintains a broad range of skill sets within the workforce enabling it to deliver services to young people through the use of a variety of intervention strategies and settings. |
|  | **Quality Assurance** – in line with Youth Service expectations ensure that all provisions maintain and exceed the quality standards as outlined in the Service guidance, and as outlined in the Welsh Government Quality Mark Standards. |
|  | **Accreditation**- Working with the Youth Service Accreditation Youth Worker to ensure that activities delivered to young people when appropriate are accredited. Ensure that these are delivered to the standard expected by Conwy Youth Service. |
|  | **Welsh Language Provision** – support and promote the lead provided by Area Youth Worker South on Welsh language and bilingual youth work provision, ensuring that provision in the field of youth homelessness can be accessed bilingually. |
|  | **Young People’s Voice**- To ensure that young people have a voice in project planning and development and that they are supported to have a platform to have their voice heard in future developments to tackle youth homelessness in Conwy. |
|  | **Service promotion** – ensure that the issue of youth homelessness is highlighted within the community and that support to avoid being in that position is available. |

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| **Duties and Responsibilities – Corporate** | |
|  | To be responsible for establishing good working relationships both internally and externally. |
|  | Compliance with the Authority’s Policies and Procedures and to make known to Senior Officers any areas which are not adequately covered. |
|  | To participate actively in supporting the Authority’s principles and practices of equality of opportunity as laid down within the Equalities Policy. |
|  | To be responsible for the application of Health & Safety practices within the daily operations, sharing a common responsibility for Health & Safety across the department, directorate and Authority as a whole. |
|  | Employees will be required to give certain information relating to themselves in order that the Authority may properly carry out its duties, rights and obligations as an employer. The Authority will process and control such data principally for personnel, administrative and payroll purposes. |
|  | As a term of your employment and in order to maintain effective departmental operations, you may be required to undertake any other reasonable task, commensurate with your grade, as determined by your Line Manager or Head of Service. |
|  | Conwy is committed to safeguarding children and vulnerable groups. All Council employees are expected to be aware of the Corporate Safeguarding Policy and their responsibility to report any concerns in the appropriate manner and timescales. |

###### **Review Date/Right to Vary**

This job description is not intended to be an exhaustive list of duties. The Authority reserves the right, after appropriate consultation with you, to vary your duties and responsibilities within the parameters of your grade and occupational competence in order to respond to changes in the needs of the service.

**Signed by:** …………………………………………. **Date:** ……………………………..

Employee’s Name and Signature

Approved by

**Head of Service:** ………………………………….. **Date:** ……………………………..

# PERSON SPECIFICATION

**Post:**

**Date:**

**Please Note: In order to be shortlisted for this post you will need to demonstrate that you meet all the criteria ranked as E -Essential**

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| **Factor** | **Requirements** | **How Identified** | **Essential** | **Desirable** |
| ***Knowledge & Skills*** | JNC endorsed qualification in youth work, or willingness to work towards this. | AF/V | E |  |
| In-depth knowledge of youth work and current trends in relation to youth homelessness. | AF/I |  | D |
| Knowledge of Five ways to well-being | AF/1 | E |  |
| Experience of delivering youth work delivery across a range of methodology including group work and one to one delivery | AF/I | E |  |
| Ability to meet deadlines and respond positively to changing demands and circumstances | AF/I | E |  |
| Ability to work with young people in a one to one scenario and to develop individual action plans | AF/I | E |  |
| Ability to produce written reports, presentations and other documents to an acceptable standard. | AF/I/T |  | D |
| Experience of preparing funding applications to grant giving organisations bodies. | AF/I |  | D |
| The ability to communicate in English is essential. | AF/I | E |  |
| The ability to communicate in Welsh is desirable. | AF/I |  | D |
| Experience of providing housing support and barriers to housing faced by young people in Conwy County. | AF/I |  | D |
| ***Supervision & Management*** | Ability to manage resources effectively and to motivate colleagues. | AF/I |  | D |
| Experience of developing and implementing project and service delivery plans | AF/I/R |  | D |
| Ability to monitor, evaluate and feedback project statistics / information. | AF/I |  | D |
| **Creativity & Innovation** | Experience of undertaking stakeholder involvement in the delivery of services | AF/I/R | E |  |
| Experience of continuous review and evaluation of stakeholder feedback and incorporating findings into future delivery | AF/I |  | D |
| Ability to amend service delivery in line with emerging needs | AF/I | E |  |
| Experience of researching new methodologies in relation to youth work, youth homelessness and incorporate into service delivery | AF/I |  | D |
| Ability to develop innovative programmes of youth work delivery that meets the needs of young people in schools and other stakeholders | AF/I | E |  |
| Ability and experience of using digital platforms to help support young people with youth homelessness issues. | AF/1 |  | D |
| **Contacts &**  **Relationships** | Experience of working with partner organisations in the delivery of youth work provision, with an emphasis on school based delivery | AF/I/R |  | D |
| The ability to communicate effectively with a wide range of audiences, and deal with any conflict or issues that may arise. | AF/I |  | D |
| The ability to develop robust relationships with young people either as an individual or group basis, as well as school staff and partner organisations | AF/I/R | E |  |
| Experience of advocating on behalf of young people with other departments/organisations to secure appropriate support | AF/I/R | E |  |
| Ability to evaluate service delivery and make necessary recommendations to management regarding necessary changes | AF/I | E |  |
| **Decisions / Recommendations** | Experience of making recommendations that could impact on service delivery through a needs led assessment | AF/I |  | D |
| Experience of adapting work accordingly depending on the needs of the young person/school/stakeholders | AF/I |  | D |
| Experience of maintaining resources available for delivery of youth work within your area | AF/I/R | E |  |
| Experience of safe handling of all digital equipment provided for with the post together with all equipment associated with the delivery of youth work | AF/I | E |  |
| **Resources** | Experience of budget management and maintaining petty cash | AF/I | E |  |
| Ability to use ICT equipment and programmes effectively. | AF/I/R | E |  |
| **Physical Demands** | Ability to be flexible in relation to working outside of normal office opening – the post holder will be expected to deliver three evening sessions per week, including Friday evenings and work at weekends when required to maximize the impact of programme delivery | AF/I | E |  |
| Clean driving licence and access to a car to travel throughout the county. | AF | E |  |

Please Note: In order to be shortlisted for this post you will need to demonstrate that you meet all the criteria ranked as E - Essential.

Identification of the requirements will be through the:

Application Form (AF),

Interview (I),

Test at interview (T),

Presentation at interview (P),

Verification (V)

Reference (R)