|  |  |
| --- | --- |
| **Job Title:** | **Youth Support Worker** |
| **Spinal Point Range:** | **SCP 9-12**  **£25,119 – £26,421**  **Pro Rata** |
| **Hours of Work:** | **Two three-hour sessions per week: Tuesdays and Thursdays 4.30-7.30pm**  **(Additional sessions during the evenings and school holidays may be required)** |
| **Location:** | **Various locations accross Houghton Regis** |
| **Job Summary:** | **To support the Lead Youth Worker in developing and delivering Youth Work in Houghton Regis.** |
| **Responsible to:** | **Lead Youth Worker** |
| **Responsible for:** | **None** |
| **Committee Responsibility** | **None** |

**Key Areas of Responsibility**

* To engage with young people with diverse abilities and from various backgrounds in group work activities such as; cooking, sports, arts and day trips.
* To encourage and empower young people to participate and engage in decision making.
* To support the Lead Youth Worker in planning and evaluating the Youth Sessions.
* To provide support in managing challenging behaviour.
* Participate fully in setting up and putting away of any equipment used.

**Specific Duties & Responsibilities**

**Legal & Statutory Compliance**

# To comply with the legal, statutory and other provisions governing or affecting the youth services of the Council

# To work within the statutory safeguarding legislation

**Democratic Services**

* To contribute to the implementation of projects

**Health & Safety Management, Administration & Compliance**

* To work within the Council's requirements for health and safety
* To personally follow the requirements of the Health & Safety at Work Policy of the Town Council
* To follow risk assessments for the Council ’s activities and functions as relevant to the role

**Youth Services**

* To deliver youth services
* Encourage and empower young people to participate and engage in decision making.
* To plan, prepare and evaluate youth services
* To providing a range of activities and to keep accurate monitoring information.
* To provide support in managing challenging and bullying behaviour.

**Other -** This about the wider team the employee works in

* To assist with providing staff cover within the scope of the role
* To act as the representative of the Council as required
* To maintain confidentiality at all times in respect of Council -related matters and prevent disclosure of confidential and sensitive information
* To attend civc functions of the Council as required
* To support Council events as required
* Such other duties within the range and scope of the job as may be required from time to time.

**Employment Provisions**

|  |  |
| --- | --- |
| Terms and Conditions | NJC for Local Government Services |
| Benefits | The post is eligible to join the Superannuation Local Government Scheme |
| Annual leave | 23 days annual leave, plus 3 additional days after 5 years LG service  Public Bank Holidays,  2 additional statutory days  Pro Rata |
| Working hours | Two three-hour sessions per week: Tuesdays and Thursdays 4.30-7.30pm  (Additional sessions during the evenings and school holidays may be required) |
| Key holder | Yes – Office & Pavilions |
| Call out | No |
| First aider | Yes |
| Car allowance | Casual car user |

|  |  |
| --- | --- |
| This is a description of the job as it is at present constituted. It is the practice of this Council to periodically examine employees’ job descriptions and to update them to ensure that they relate to the job as then being performed, or to incorporate whatever changes are being proposed. Management in consultation with the employee conducts this procedure. It is the Council ’s aim to reach agreement to reasonable changes, but if agreement is not possible the Council reserves the right to insist on changes to your job description after consultation with you. | |
| Name of Postholder: |  |
| Signature of Postholder: |  |
| Date: |  |
| Signature of Town Clerk: |  |
| Date: |  |