

Level 3 Youth Worker Apprenticeship Job Description

Role Purpose

This is an entry level role aimed at bringing new talent into the organisation and offering a development opportunity to someone in our community.

The focus of this apprenticeship will be on:

- Supporting the work of the council by contributing to the delivery of services and projects allocated and supported by a supervising manager
- Learning the knowledge, skills and behaviours required of the role
- Completing a programme of study at level 3 which is relevant to the role
- Learning to model Surrey County Council's Values
- Carrying out the role with enthusiasm, integrity and professionalism
- Being willing to build relationships with young people and their wider communities
- Becoming confident in working with groups of young people
- Understanding positive outcomes within learning environments
- Understanding the barriers some young people face and how to address them
- Become confident and competent in communicating with vulnerable young people

Work Context

The Youth Offer Service sits alongside Surrey Central Youth Offending Service, accountable to the Youth Offending Service and Youth Offer Service Manager. Having transferred several of our open access youth centres to the voluntary community and charitable sector who will deliver universal youth work provision, the Youth Offer Service will focus upon the delivery of targeted interventions.

The Youth Offer Service is comprised of four quadrant-based teams and a central spine of project-based group work programmes. The Youth Offer does not provide a casework model instead leading in the engagement and development of young people that compliments, supports and enriches the casework models of aligned services.

Primarily delivered and lead by professionally qualified Youth and Community Workers, Social Workers and Teachers, the teams deliver a targeted offer of support and development to some of Surrey's most vulnerable and challenging young people. The teams within the Youth Offer Service combine to deliver a vibrant offer to young people facing complex and adverse life experiences. It will be carefully formulated to meet the statutory requirements affecting individual young people where required.

The Offer to young people is relationship and strength based one that places children and young people at its heart. The service will adhere to Child First Principles throughout all its work to promote the best possible engagement and enable each Child and Young person to actively and positively influence their experience of being with us.

The voice of the young person will be sought and made visible throughout the intervention and engagement.

The service will work primarily with 10-18 year olds, who we will refer to as young people or children depending on the type of work. In some circumstances the age group may vary and can in some cases extend through to 25 years of age.

The Youth Offer Service will work in a proactive and collaborative way with partners, stakeholders and SCC staff from across directorates. This will enable us to deploy the best and most effective resource to maximise the positive impact on young people and the wider community.

The Youth Offer Service will work to improve the pro-social identity of children who are known to Police, Youth Offending Service, Children's Services teams and Targeted Youth Support. This will be supported through the Youth Offer Service becoming both trauma informed and restorative throughout its delivery structure.

Representative Accountabilities

- Undertake a course of studies and develop a broad range of skills within the requirements of the service to achieve a nationally recognised Apprenticeship
- To develop a working knowledge of Surrey County Council's policies and procedures in line with the requirements of the Apprenticeship standard
- Provide high standards of performance to ensure that the service continues to operate efficiently and effectively
- Under supervision work closely with other team members to assist in a range of projects and service developments.
- Through personal example promote the values and behaviours (including equalities) that underpin the Council's organisation strategy.

Duties for all

Values: To uphold the values and behaviours of the organisation.

Equality & Diversity: To work inclusively, with a diverse range of stakeholders and promote equality of opportunity.

Health, Safety & Welfare: To work alongside colleagues in the maintenance of a safe working environment reporting incidents, accidents, repairs and maintenance promptly and taking appropriate action as required. Adherence to safe working under the health and safety policy is required.

To have regard to and comply with safeguarding policy and procedure as appropriate.

Education, Knowledge, Skills & Abilities, Experience and Personal Characteristics

- Ability to work towards and achieve a level 3 apprenticeship
- Educated to GCSE level (or equivalent)
- GCSE 9-4/A*-C in Maths (or equivalent) or ability to work towards level 2 maths
- GCSE 9-4/A*-C in English (or equivalent) or ability to work towards level 2 English

Details of specific qualifications and/or experience required for role in line with role outputs

Due to the nature of the role and the requirement for an enhanced DBS check candidates must be 18 years or over and hold a full UK driving licence and have access to a vehicle they can use for business purposes (for which mileage expenses are payable).

No experience necessary but a desire and willingness to learn the following skills:

- Recognise, manage and reflect upon relational boundaries in professional youth support work
- Communicate with stakeholders - internal and/or external
- Facilitate the learning and development of young people
- Encourage the participation of young people in developing their own learning
- Facilitate activities and techniques to use with young people that promote self-confidence and build self-esteem and resilience

- Reflect individually and through supervision on practice in line with daily tasks to enhance the support young people receive
- Monitor and record the outcomes of own practice to identify areas for development and improvement
- Appropriately manage behaviour boundaries in line with organisational policies
- Plan youth support work programmes and sessions
- Lead youth support work programmes and sessions
- Evaluate youth support work programmes and sessions
- Enable young people to express their views, aspirations, needs and concerns appropriately in line with youth support work principles
- Identify, appropriately challenge and act upon oppressive or discriminatory attitudes, behaviours and situations
- Support young people to participate in planning, organising, delivering and evaluating youth work activities and programmes, and engaging on issues of importance to them
- Embeds in own practice a commitment to the rights of young people
- Apply safeguarding procedures and protocols
- Work within the parameters of organisational, local and national health and safety, child protection, data protection and equalities policies and procedures
- Participate in risk assessments and manage risk and risk benefits within the workplace
- Record all health and safety risks and take the correct actions to ensure the safety of all young people
- Complete administrative responsibilities e.g., signing in young people, risk assessments and recording activities
- Manage budgets and resources
- Manage individuals in line with organisational procedures

Role summary

Roles at this level typically work as part of a team performing routine duties to support the team. They will usually have little prior knowledge or experience and will be interested in pursuing a career in the organisation but require training. Tasks are generally straightforward within established routines and procedures and under regular or direct supervision, and training is provided for more complex tasks. There is a need to plan and prioritise work and training activities. They are given the opportunity to learn about a range of activities and procedures, developing capabilities through learning on the job and/or formal study.