**Job Description**

# Section A: Job Profile

*The job profile outlines key information relating to the salary and working conditions e.g., location of a job, along with the current focus of the role and a brief description of the main duties.*

## Job Details

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| Job Title: | Youth Worker |
| Salary: | £30,559 - £33,366 |
| Grade: | Grade 8  |
| Type:  | 12 month temporary contract  |
| Hours: | 37 per week with flexible working in place  |
| Team: | Targeted Youth Support Service  |
| Service Area: | Youth Partnership Services, Children’s Service  |
| Primary Location: | *Flexible locations across the county. Office base at County Hall, Oxford OX1 1ND.*  |
| Budget responsibility: | N/A |
| Responsible to: | Senior Youth Worker |
| Responsible for: | No direct line management responsibility  |
| Political Restricted Post: | No  |

## Job Purpose

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| The Youth worker is an important front-line role in the running of the Targeted Youth Support Service (TYSS) provision across the county. TYSS is a service working preventatively within County Council’s Children’s Social Care directorate. You will work with a wide range of young people, alongside key partners and stakeholders from across sectors. You will plan and deliver responsive targeted youth service provision that meets the needs of young people aged 11-18, 25 SEN. You will work with young people on a 1-to-1 basis, in groups in schools and the community and through detached street-based youth work.  |

## Job Responsibilities

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| Youth Work* Responsible for building strong, professional relationships with young people aged 11-18, 25 SEN/ care leavers, and adapting and coordinating interventions around their needs.
* Establish boundaries and challenge inappropriate behaviour, in line with anti-oppressive practise
* Model quality practise in the planning, delivery and evaluation of youth work programmes and curriculum design to meet the interest and needs of young people
* Assess risk to young people and colleagues by writing and monitoring dynamic risk assessments for youth provision
* Manage your own caseload of young people referred for specific interventions
* Deliver interventions in a range of settings, including schools and community settings, 1-2-1s or in groups.
* Respond to community incidents with detached youth work in a range of locations across the county

Partnership and Community working * Work in partnership with the other youth workers in the team, the youth work manager, schools, youth organisations around the county as well as the wider voluntary sector and statutory partners.
* Work within the community to identify and support volunteers to become engaged as young/ leaders in our service provision.
* Attend multi-agency and partnership meetings, advocating for good partnership working and representing the service
* Initiate and work with colleagues in the council to maximise the opportunities available to young people.

Monitoring * Collate a range of data, information and imagery that creates evidence of your work and the impact it is making not only to young people but also to the wider community.
* Provide evidence of the outcomes for young people and communities, including using STAR and feedback systems.
* Ensure up to date records of all management information data collection requirements, records of work maintained and administrative and financial reports are made and submitted within required timescales, including report writing

Safeguarding and Compliance * Follow all relevant safeguarding practices
* Ensure that in all respects of direct service delivery, relevant policies and good practice are adhered to, including safeguarding, health and safety, equality and diversity, finance, participation, and your own professional development.

Other * Be an effective member of the youth work team by establishing supportive and effective working relationships with colleagues and contribute to the service’s development and delivery
* Plan and book meetings, do your own administration, keep accurate records
* Attend regular training and development opportunities to maintain an up-to-date knowledge of all relevant policies, local and national policy and best practice.
* A flexible approach to work including willingness to take on tasks outside of the normal remit, covering for other youth workers across the county when required
* Regularly work irregular, unsociable hours is essential to this role (evenings and some weekends).
* Ability to travel to meetings and a range of work settings across the county with ease and during unsociable hours

Any other duties as may be deemed necessary to carry out the full remit of the role. |

# Our Values

Our organisational values underpin everything we do and say and are supported by policies, processes and guidance. In short, our values describe ‘the way we do things here’ so that we deliver great services for our residents. Our values are:

* Always learning
* Be kind and care
* Equality and integrity in all we do
* Taking responsibility
* Daring to do it differently

Everyone that works for us demonstrates their commitment to these values. We will ask you to demonstrate your commitment to these values, and their associated behaviours, throughout the application process.

# Section B: Selection Criteria/Person Specification

This section provides a list of essential and desirable criteria that detail the skills, knowledge, behaviours, qualifications and experience that a candidate should have to perform the job.

Each of the criteria listed below, and your commitment to our values, will be measured through the application form/CV (A) and optionally one or more of the following - a test / exercise (T), an interview (I), a presentation (P) or documentation (D). You must provide a supporting statement as part of your application which includes examples and evidence of when you have demonstrated the criteria listed below.

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| Essential Criteria | Assessed By: |
| Qualifications, Training and Professional Registrations:* 5 grade C GCSE’s (or equivalent) including English and Maths
* Minimum JNC Level 3 Certificate/Diploma in Youth & Community work OR other qualifications relevant to youth work/youth services delivery
* Evidence of continuous training and personal development
 | A, I, D  |
| Equal Opportunities & Anti-oppressive practice:* -Passionate about young people’s equality
* - Understand the principles and concepts of equal opportunities and translate these into practice
* - Confront, and where appropriate report, inappropriate language or behaviours, including bullying, harassment or discrimination
 | A, I  |
| Youth Work Skills * - Experience of working in a range of youth & community work settings
* - Knowledge of up-to-date youth issues and youth work trends
* - Ability to advocate on behalf of young people
* - Commitment to whole family working
* Experience of managing complex behaviour and needs, an ease to building relationships with young people
* Experience of detached and street-based youth work
* Creative, flexible approach to session planning, writing and engaging delivery to groups of young people
 | A, I, P |
| Commitment to inter-agency working* Experience and understanding of working with schools and colleges and their needs around issues faced by young people
* Able to build effective relationships with schools, colleges and community organisations to support progression, understanding barriers and issues facing young people and organisations working with them
 | A,I  |
| Good IT skills including Microsoft Office and experience of using databases* Record keeping skills
 | A, I  |
| Specific Requirements:* - Satisfactory Disclosure and Barring Service (DBS) check
* - Ability to travel to and access a variety of locations across the County with ease
* - Able to work across geographical areas as required, including remote locations.
* - Flexibility in working arrangements/locations/hours to meet operational requirements, including evenings and weekend work where required
 | A, I, D |
| Desirable Criteria | Assessed By: |
| Knoweldge of the County, community groups and key stakeholders  | A, I  |
| Knowledge of statutory services, interventions and their thresholds for children and young people  | A, I  |
| JNC and Level 6 BA (hons) degree in Youth & Community Work OR other qualifications relevant to youth work/youth services delivery | A, I  |

# Section C: Pre-employment Checks

All appointments are subject to standard pre-employment screening. This will include identity, references, proof of right to work in the UK, medical clearance and verification of certificates. Further information can be found here [Pre-employment checks](https://www2.oxfordshire.gov.uk/cms/content/support-attending-interviews)

Additional pre employment checks specific to this role are identified below (those ticked).

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| [x]  | Enhanced Disclosure and Barring Service check with Children’s and Adults Barred List | [ ]  | Enhanced Disclosure and Barring Service check without [an Adult/Children’s barred list check](https://intranet.oxfordshire.gov.uk/cms/content/safer-recruitment-and-disclosure-and-barring-service-checks#enhanced-dbs-check-without-an-adult-childrens-barred-list-check) |
| [ ]  | Enhanced Disclosure and Barring Service check with Children’s Barred List | [ ]  | Enhanced Disclosure and Barring Service check with Adults Barred List |
| [ ]  | Standard Disclosure and Barring Service check | [ ]  | Basic Disclosure |
| [ ]  | Disqualification for Caring for Children (Education) | [x]  | Overseas Criminal Record Checks |
| [ ]  | Prohibition from Teaching | [ ]  | Professional Registration |
| [ ]  | Non police personnel vetting | [ ]  | Disqualification from Caring |

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| [ ]  | Other (please specify):       |

# Section D: Working Conditions

This is a guide to the working conditions and the potential hazards and risks that may be faced by the post-holder.

## Health and Safety at Work

You are responsible for your own health, safety and wellbeing, and undertaking health and safety duties and responsibilities for your role as specified within Oxfordshire County Councils Health and Safety Policy.

The potential significant hazard(s) and risk(s) for this job are identified below (those ticked).

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| [ ]  | Provision of personal care on a regular basis | [ ]  | Driving HGV or LGV for work |
| [ ]  | Regular manual handling (which includes assisting, manoeuvring, pushing and pulling) of people (including pupils) or objects | [x]  | Any other frequent driving or prolonged driving at work activities (e.g. long journeys driving own private vehicle or a council vehicle for work purposes) |
| [ ]  | Working at height/ using ladders on a regular/ repetitive basis | [ ]  | Restricted postural change – prolonged sitting |
| [x]  | Lone working on a regular basis | [ ]  | Restricted postural change – prolonged standing |
| [ ]  | Night work | [ ]  | Regular/repetitive bending/ squatting/ kneeling/crouching |
| [ ]  | Rotating shift work | [ ]  | Manual cleaning/ domestic duties |
| [ ]  | Working on/ or near a road | [ ]  | Regular work outdoors |
| [x]  | Significant use of computers (display screen equipment) | [x]  | Work with vulnerable children or vulnerable adults |
| [ ]  | Undertaking repetitive tasks | [x]  | Working with challenging behaviours |
| [ ]  | Continual telephone use (call centres) | [ ]  | Regular work with skin irritants/ allergens |
| [ ]  | Work requiring hearing protection (exposure to noise above action levels) | [ ]  | Regular work with respiratory irritants/ allergens (exposure to dust, fumes, chemicals, fibres) |
| [ ]  | Work requiring respirators or masks | [ ]  | Work with vibrating tools/ machinery |
| [x]  | Work involving food handling | [ ]  | Work with waste, refuse |
| [ ]  | Potential exposure to blood or bodily fluids | [x]  | Face-to-face contact with members of the public |

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| [x]  | Other (please specify): Working Unsociable Hours, including evenings and weekends  |

April 2025