

# Job Description and Person Specification



## Job Description

<b>Job Title</b>	Youth Support Worker
<b>Grade</b>	JNC Level 2 £26,954 to £29,791
<b>Service</b>	Early Help and Protection
<b>Reports to</b>	Family Hub Coordinator
<b>Location</b>	City Wide
<b>Job Evaluation Code</b>	



## About Coventry City Council

**Who we are:** At Coventry City Council we are dedicated to making a positive difference to the services we deliver to the diverse citizens of Coventry. The work we do improves people's lives – from helping them into work to providing clean and green places to live, to keeping people safe and protected.

As a Coventry City Council employee, you have our ongoing commitment to your growth and development with opportunities to work across multiple service areas including customer contact, public health prevention and education and skills, adults and children's services and provide support for the most vulnerable.

**Our aim is simple** – to be globally connected, locally committed, deliver our priorities with fewer resources whilst effectively managing our performance and measuring our progress.

**Our Values:** We expect everyone who works for us to be committed to our One Coventry values and to share our commitment to becoming a more diverse and inclusive organisation:



## About the Service your team will provide

Lead, develop, and deliver youth work programmes of targeted support contributing to one of the approaches outlined in a specified locality or at an assigned location in accordance with the plans and the policies of the City Council.

Work with local organisations and agencies to increase their capacity and their ability to deliver positive activities for Young People. To support this process by offering training, buddying and coaching.

## Main Duties & Key Accountabilities

- Work within Early Help, contributing to the delivery of targeted youth work activities, monitoring and evaluation.
- Identify, analyse and assess the needs of local young people, interpret priorities and assist with the production of plans for the development of targeted programmes in accordance with the City Council's plans and policies for work with young people.
- Planning, developing, maintaining, delivering and quality assuring youth work programmes to meet the identified needs of young people in a locality.
- Assist with the development of integrated responses, partnership and joint working approaches to ensure coherent and effective responses to the needs of young people.
- Directly deliver targeted youth work activities that ensure that targets and outcomes agreed for young people, including their entitlement in the Early Help, Youth Offer, are met in full and lead to a positive impact for them and the local community.
- Deliver targeted youth support to a group of young people who have been identified as a result of their vulnerable behaviour or complex needs and record as appropriate.
- Monitor, evaluate and review work with young people for which the post holder is responsible.
- Manage and monitor the use of resources allocated or acquired for the purpose of work with young people in accordance with City Council policies and procedures.
- Ensure that required data and recordings are kept, e.g. session plans, reviews, evaluations and Capita data
- Ensure that appropriate referrals to other services or request for support are made where required.
- Ensure that City Council policies, procedures and processes for work with young people are adhered to.
- Contribute to the development of appropriate policies, plans and procedures for the assigned youth work programme in a locality.
- Plan and implement activity that advances the Equality and Diversity Policies, Strategies and Plans of the City Council.
- The development of specific programmes of work within a locality and citywide.
- Based citywide in Family Hubs, lead, develop and deliver targeted youth work and family interventions for early help and prevention to young people at risk in the family home and local communities, if required assisting in carrying out return home interviews.
- Any other duties and responsibilities within the range of the salary grade.

## Key relationships

External	Internal
Third sector youth organisations Voluntary organisations Schools Police	Children Services teams including: Family Hub teams Supporting Families Teams

## Standard information

Post holders will be accountable for carrying out all duties and responsibilities with due regard to Code of Conduct, Safeguarding, Health & Safety and the City Council's Workforce Diversity and Inclusion Policies.

Duties which include processing of any personal data must be undertaken within the corporate data protection guidelines.

### Smoke Free

The City Council is Smoke - Free. Smoking is not permitted on any of our premises or the surrounding land including car parking facilities.

### Training

The postholder must attend any training that is identified as mandatory to their role.

## Responsible for:

Staff managed by postholder:

N/A

## Person specification

<b>Job Evaluation Code</b>	
<b>Knowledge</b>	
Knowledge of the application of Coventry safeguarding procedure and Safeguarding Children's Board	
Knowledge of relevant evidence base for youth work interventions & practice issues affecting young people and families; including the signs and risks of abuse, including child exploitation	
Knowledge of child and adolescent development including trauma informed practice	
Awareness of issues affecting young people and families, including inequality of treatment relating to race, gender, disability, social & economic circumstance and sexual orientation	
Knowledge of relevant research & evidence base for youth work, inclusion practice, policy and programmes	
Understanding of the benefits to children and families of partnership working and interagency approaches	
<b>Skills and Abilities</b>	
Ability to lead develop and deliver programmes and activities for Young People	
Developed written & verbal communication skills e.g. the ability to engage with and communicate with a diverse range of children, young people and their families including those with complex and communication needs	
Ability to manage competing priorities	
Ability to Identify and respond appropriately to the needs of young people.	
Ability to work in a positive and constructive manner and contribute to the development of good youth work practice including involving young people in the decision-making processes.	
Ability to establish effective working relationships with parents, professionals and Youth partners/organisations	
<b>Experience</b>	
Experience of partnership working and inter-agency collaboration	
Experience of working with young people in a caring, social, educational or supportive setting.	
Experience of working in and meeting the needs of diverse communities	
Experience of working with young people in a group setting, on a one-to-one basis and through outreach work	
Experience of using and applying evidenced based practice in Youth Work	

<b>Qualifications</b>
Level 2 or level 3 Certificate in Youth Work
<b>Special Requirements</b>
The post holder will be required to work city wide and outside of normal business hours occasionally.

<b>Date Created</b>	November 2016	<b>Date Reviewed</b>	October 2025
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