



Coventry City Council

Job Description

Post:	Youth Worker	Job Number:	
Service:	Early Help	Post Number:	
Location:	Coventry and Wawickshire	Grade:	YCW1 points 13-15

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.

Job Purpose:

The role will support the co-production and service development of the Mental Health Support Teams (MHSTs) across Coventry and Warwickshire, utilising the voices of children and young people. The role will also engage / support children and young people to help improve their mental health and wellbeing.

Main Duties and Responsibilities:

1. Establish contact with children and young people within Primary and Secondary schools / colleges using a variety of methods to engage young people in youth work activities designed to improve wellbeing.
2. Work within a team, to assist in identifying the personal and social development needs of young people and in developing a programme of positive activities to meet those needs.
3. Develop an awareness of agencies delivering services for young people and an understanding of these services and how they might improve young peoples lives.
4. Build and maintain positive relationships with young people and a style of working that enables them to:
 - Take part in programmes of positive activities.
 - Access their full entitlement within the Youth Offer.
 - Find out about themselves and realise their abilities and potential.
 - Develop and maintain positive relationships with others.
 - Actively participate in the decision making processes of the programmes.
 - Raise and explore issues that are relevant to them and enable them to experience new challenges in a supportive environment.
 - Recognise how different social and political structures affect their lives and explore ways in which they can influence and effect change.
 - Identify, understand and challenge attitudes, behaviour and practices, which discriminate against any individual or group relating to disability, economic circumstance, gender, race and sexual orientation.
 - Access relevant and up-to-date advice and information and make informed choices.

5. Plan, monitoring and evaluation of youth work programmes with staff and young people.
6. When necessary, work in a number of locations in order to identify the needs of those young people not accessing the programmes.
7. Attend and contribute to all staff planning meetings.
8. Contribute to the maintenance of appropriate records, [statistical, financial and planning] in accordance with the Data Protection Act.
9. You will be required to attend briefings to induct you into your role and to attend service briefings and training courses appropriate to your role.
10. You will be expected to undertake weekend work as required.
11. Any other duties and responsibilities within the range of the salary grade.

Additional Responsibility points (where appropriate)

- a. Undertake the 'Professional Development Review for the staff team.

The post holder must comply with Coventry City Council's health and safety policy and in particular is required:-

- To take reasonable care for their own health and safety at work and of those who may be affected by their actions or by their omissions
- To cooperate with their line manager and senior management, to work safely, to comply with health and safety instructions and information and undertake appropriate health and safety training as required
- Not to intentionally or recklessly interfere with or misuse anything provided in the interests of health, safety and welfare
- To report to their manager any health and safety concerns, hazardous condition or defect in the health and safety arrangements.

Any further Health and Safety responsibilities relevant to this post will be set out in the offer letter and Written Statement of Particulars

The post holder must comply with the Interagency procedures of the Safeguarding Boards and Coventry City Council's policies for safeguarding children and safeguarding adults and in particular is required:-

- To ensure they are aware of the signs that may suggest a child or vulnerable adult is being abused or neglected
- To report to their manager, or other appropriate manager, any concerns they may have that suggest that a child or vulnerable adult may be being abused or neglected immediately

Any further Safeguarding Board responsibilities relevant to this post will be set out in the offer letter and Written Statement of Particulars

Post holders will be accountable for carrying out all duties and responsibilities with due regard to the City Council's Workforce Diversity and Inclusion Policy.

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

Responsible for:

Responsible to: Managers within Mental Health Support Team (CWPT) and Early Help Manager
(Coventry City Council)

Date Reviewed:

Updated: September 2021



Coventry City Council

Person Specification

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Service:	Early Help	Post Number:	
Location:	Coventry and Warwickshire	Grade:	YCW1 (13 -15)

Area	Description
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Knowledge:	• The issues affecting young people.
	• Current Youth Work curriculum practice
	• How opportunities are restricted by the practice of inequality of treatment relating to race, gender, disability, social & economic circumstance and sexual orientation.
	• How an organisation's policies and plans relate to youth work programmes for young people.

Skills and Abilities:	• Liaise and create effective relationships/networks with educational institutions, other agencies and voluntary organisations for the benefit of young people.
	• Identify and develop good youth work practice.
	• Operate effectively on own initiative.
	• Act as an advocate for young people.
	• Able to meet JNC conditions of Service including the evening commitment.
	• Able to work co-operatively within teams and groups.
	• Interpret and analyse the needs of young people.
	• Plan, organise and develop effective youth work
	• Work in a variety of youth work settings including: centre-based, school-based, and project work
	• Enable young people to become involved in significant decision making processes.
	• Develop, build and sustain effective relationships with young people and adults.
	• Undertake group work with young people and coach others in these skills.
	• Implement written procedures.

Experience:	• Non-formal youth work in a variety of settings.
	• Planned group work and one to one work



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Educational:	• Level 3 local qualification in Youth Work
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Special Requirements:	<ul style="list-style-type: none"> This post is exempted under the Rehabilitation of Offenders Act 1974 and as such appointment to this post will be conditional upon the receipt of a satisfactory response to a check of police records via Disclosure and Barring Service (DBS).
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Date Reviewed:

Updated: September 2021