



Coventry City Council

Job Description

Job Title:	Family Hub Youth Worker	Job Number:	
Service:	Early Help and Prevention Services	Grade:	PR1 (JNC2)
Location:	City Wide		

Job Purpose:

Lead, develop, and deliver youth work programmes of targeted support, contributing to one of the approaches outlined in a specified neighbourhood 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 and Responsibilities:

1. Work within an assigned team, contributing to the delivery of targeted youth work activities, monitoring and evaluation.
2. 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.
3. Planning, developing, maintaining, delivering and quality assuring youth work programmes to meet the identified needs of young people in a locality.
4. Assist with the development of integrated responses, partnership and joint working approaches to ensure coherent and effective responses to the needs of young people.
5. Directly deliver targeted youth work activities that ensure that targets and outcomes agreed for young people, including their entitlement in the Youth Offer, are met in full and lead to a positive impact for them and the local community.
6. Deliver targeted youth support to a number of young people who have been identified as a result of their vulnerable behaviour or complex needs.
7. Monitor, evaluate and review work with young people for which the post holder is responsible.
8. 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.
9. Ensure that required data and recordings are kept, e.g. data collection procedures, learning records, assessments, curriculum plans.

10. Ensure that Early Help procedures are initiated for vulnerable young people, those with identified additional needs and young people involved in behaviours which are likely to lead to poor outcomes and act within the role of 'lead professional'.
11. Ensure that City Council policies, procedures and processes for work with young people are adhered to.
12. Contribute to the development of appropriate policies, plans and procedures for the assigned youth work programme in a locality.
13. Contribute to the overall development of integrated approaches of Early Help and Prevention Services and the City Council.
14. Assist in the design and delivery of staff development activity.
15. Plan and implement activity that advances the Equality and Diversity Policies, Strategies and Plans of the City Council.
16. The development of specific programmes of work within a neighbourhood and citywide.
17. Any other duties and responsibilities within the Salary grade.

Specific duties

18. Based with the Horizon team, lead a detached youth work approach targeting the most vulnerable young people, in particular, those affected or at risk of being affected by child sexual exploitation through identified 'hot-spots' responding to and reporting intelligence, while assisting in carrying out return home interviews.
19. Based with the Horizon team, lead, develop and deliver youth work interventions to the most vulnerable young people, in particular, those affected or at risk of being affected by child sexual exploitation, while assisting in carrying out return home interviews.
20. Based in a Family Hub, 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, while assisting in carrying out return home interviews.

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 Equality, 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: Family Hub Managers

Date Reviewed: November 2020



Coventry City Council

Person Specification

Job Title:	Family Hub Youth Worker	Job Number:	
Services:	Help & Protection	Grade:	PR1 (JNC)
Location:	Citywide Localities		

Area	Description
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Knowledge:	Knowledge of the application of Coventry Safeguarding Childrens Board and Early Help principles and associated processes
	Knowledge of relevant evidence base for youth work interventions & practice issues affecting young people and families; including the signs and risks of abuse, including sexual exploitation
	Knowledge of child and adolescent development
	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

Skills and Abilities:	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, delegate and coordinate workloads
	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.
	Recognise and challenge behaviour and attitudes that discriminate against others

Experience:	Experience of partnership working and inter-agency collaboration
	Working with young people in a caring, social, educational or supportive setting.
	Experience of working in and meeting the needs of diverse communities

Educational:	Professional qualification in Youth Work
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Special Requirements:	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). The post holder will be required to work across the city area and outside of normal business hours occasionally
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Date Reviewed:		Updated:	November 2020
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