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Job Description

Job Title Youth Development Officer

1 FTE 37 hours per week

Grade PO3

Job Purpose
Build capacity in the community to support the development of quality youth work and enhance the quality and scope of youth provision in community settings, so that young people can be healthy, stay safe, enjoy and achieve, make positive contributions and achieve economic wellbeing. Alongside this, to coordinate the project management of the delivery of the Telford and Wrekin provision to the youth sector.
Major Tasks
• Build a strong relationship with local young people and the wider community, identifying the local needs and support the development of services. • Work with community provisions to support the development and delivery of information / guidance and activities, which aim to meet the needs and aspirations of the young people within the borough. • Provide information, advice and guidance to community organisations in developing youth provision, ensuring the groups understand their purpose, responsibilities and best practice, and the role of the council in supporting them. • Establish effective relationships and networks with a range of agencies in particular promote the development of the youth provision and build relationships with local stakeholders such as, Housing Association etc. • Provide outreach youth work as required to engage with young people deemed to be causing anti-social behaviour. • Support the Early Years, Childcare & Extended Provision Team Leader in delivering the borough's youth partnership to enable practitioners working with young people to share best practice and identify skills and training needs. • Provide youth worker support within community settings as required to fill short term vacancies and ensure continuity of provision. • Act as a mentor to volunteer youth workers. • Support the development of youth projects. • Support the Service to encourage and support Youth Clubs to gain National Accreditation, to ensure consistency and quality of youth work provision across the borough. • Promote and support innovative and creative ways to generate income including (but not exclusively) fundraising initiatives and external funding via grants and sponsorship to ensure the ongoing sustainability of the Youth Clubs and Community Projects. • Support the recruitment, retention and training of volunteer youth workers to aid delivery. • To ensure that service delivery complies with current regulations, accepted professional standards, the council's policies and procedures and appropriate legislation (including legislation on data protection, equalities, health and safety and safeguarding children and vulnerable adults) • Schedule and coordinate activity across project work-streams • Manage relationships with project stakeholders including delivery partners • Conduct visits to youth organisations engaged in programmes (digital and physical). • Support the Early Years, Childcare and Extended Provision Team Leader with monitoring and evaluation of our work as required, including data input

- Produce complex reports and presentations as required to a variety of forums including feedback in terms of grant expenditure and internal forums such as SMT.
- To lead on the establishment of a Telford and Wrekin Youth Partnership and linked subgroups, ensuring stakeholder engagement and representation from across the borough.
- Develop marketing and communication materials.
- The post holder is expected make recommendations to SDM and Director to include submissions and regular reports on progress against the project to funding providers.
- A key part of report writing would be to oversee any risks to delivery and recommend changes to formal procedures to ensure the successful delivery of partnership governance and objectives.
- Work closely with the Holiday Activities and Food (HAF) programme, specifically supporting the co-ordination, development, monitoring and evaluation of provision for young people, ensuring that the voices of young people inform programme design and delivery.
- Supporting the development and delivery of the Telford & Wrekin Youth Forum and wider participation activity, ensuring young people have meaningful opportunities to influence services, policies and strategic priorities.
- Supporting the development and implementation of the UK Youth Parliament programme locally, including engagement activities, elections, promotion, and support for elected representatives.
- Establishing and supporting mechanisms for young people's voice, participation and co-production across Children's Services and wider council priorities.
- To participate in the wider development of the service and contribute to service improvement as required.

Contacts & Relationships

Internal Contacts - Directors, Principal Social Worker, Service Delivery Managers, Group Managers and Specialists, Team Leaders and other officers from across the Council. Responding to enquiries, sharing information, discussing future plans

External Contacts - Children, young people, families and carers and providers. Voluntary, community and social enterprise sector organisations and government departments. Contacts with outside organisations may include negotiation and influencing contacts.

Creativity

- Managing projects effectively, ensuring that objectives and targets are met according to agreed schedules
- Assist in the development of new and reviewing existing operational systems to respond to legislative requirements and service development needs.
- Produce comprehensive reports, briefing papers, documents and presentations for managers and colleagues. These collate, summarise and provide initial/provisional recommendations for more senior posts to look into.
- The post holder will write reports making formal recommendations for changes to long term (multi-year) council policy and/or procedures. These reports will be for approval by the line manager.
- Apply innovative thinking to identify new approaches to support the improvement of services.
- Analyse and understand complex information and put forward recommendations for action

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- Use imagination and creative skills to identify new opportunities for working smarter across all agencies
- Using imagination and creative skills to identify new approaches to achieve council priorities

Decisions

- Contribute ideas and make recommendations in relation to proposed initiatives.
- Use own initiative in developing and implementing the Council's youth agenda.
- The postholder will manage day to day decision making regarding workload and service priorities within the overall objectives of the offer and partnership
- Contribute to decisions relating to development of policies, procedures and systems to inform service developments. This is through the provision of reports collating other teams' findings; and through making preliminary recommendation to more senior posts. Any responsibility to develop and make formal recommendations concerning changes to Council procedure and/or policy resulting from this will rest with more senior posts.
- Develop reports and make recommendations to managers, members and partners as appropriate.
- Supporting the commissioning cycle through needs analysis, service design, stakeholder engagement, procurement support, mobilisation, monitoring and evaluation.
- Managing relationships with commissioned providers and delivery partners, ensuring services are delivered in line with agreed outcomes, performance measures and contractual requirements.
- Monitoring performance, identifying risks, producing reports and recommendations, and supporting continuous improvement of commissioned youth services.
- Acting as the operational lead for project management of commissioned youth work programmes and associated grant-funded activity across the borough.

Management & Supervision

- The postholder supervises and supports the development of a Youth work apprentice and will have the responsibility for formal allocation of work; including work streams in line with training organisations requirements and subsequent checking of the work.

Supervision Received

- Day-to-day supervision is minimal. The post holder is expected to work under their own initiative; taking appropriate decisions as necessary.
- The post holder will receive supervision and support from the Early Years, Childcare and Extended Provision Team Leader who will set objectives and provide guidance on complex matters where required.

Complexity

- Analyse and evaluate complex information from a wide variety of sources. Collates, and summarises these for other posts to examine and providing initial findings and initial recommendations for others to decide whether to formally pursue.
- Develop creative and innovative recommendations for action across diverse areas.
- Accountable for professional advice given.

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Be aware and understand the 'Personal Sensitive Information' as described in the Data Protection Act principle 1 schedule 2 & 3, or 'Commercially Sensitive Information'.
Impact
To ensure that the voices of children and young people are directly informing service design, improvement and evaluation.
Physical Demands
The level of physical demands would be that expected of a typical desk based job, such as carrying laptop and/or files to meetings and setting up for meetings/training events. There may be the occasional demand for more than this. However, this would not be a typical or significant part of the job.
Working Environment
In the main this post works in the environmental equivalent to working in an office in terms of heat, ventilation and lighting. There may be occasional exposure to conditions such as would be found outside; for example travelling for meetings and site visits.
Emotional Context
The emotional strain or distress this role is expected to face would be limited however there may be times when the post has contact with information that may be upsetting. However, this would be incidental and it would not be a formal part of the job to deal with this information.
Other
The postholder will be expected carry out any other duties as are within the scope, spirit and purpose of the job, commensurate with the grade. The postholder will be expected to actively follow Telford & Wrekin Council policies, including those such as Equal Opportunities, Human Resources, Information Security and Code of Conduct etc. The postholder will be expected to maintain an awareness and observation of Fire and Health & Safety Regulations.

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Person Specification

Criteria	Standard
Qualifications	• A degree or its equivalent in terms of appropriate qualification(s) and practical experience of working within a similar role. • Qualification in youth work, social studies or group work. Project Management qualification • Evidence of continuing training and development appropriate to the role.
Experience	• Significant experience of youth work with children and young people (both individually and collectively). • Experience of working in health/social care • Experience of developing strategic frameworks that support the empowering of children and young people in having their voices heard. • Significant experience of working with and forming positive, trusting relationships with vulnerable children and young people, including those with challenging behaviour. • Experience of communicating effectively with a range of children and young people (e.g. those with disabilities, limited English, and of different ages). • Experience of event management, project management, risk management, and event/project evaluation. • A good understanding of the differences and/or personal issues that can affect children and young people in contact with social services (emotional development, communication, trust etc.) and how best to accommodate them • An understanding of different participation or consultation processes and mechanisms, their strengths and their limitations. • Knowledge of project management, evaluation and risk assessment methodologies and/or principles. • Knowledge of how to have effective two-way communication with a range of children and young people (e.g. those with disabilities, limited English, of different ages). • An understanding of both the importance and limits of confidentiality in youth work, and how to apply these principles. • Excellent interpersonal and communication skills (verbal and written) and the ability to engage and influence others. • Operate within a performance management framework • ICT skills including use of Microsoft applications.
Knowledge	• Networking skills • Knowledge of evaluation techniques • Knowledge and understanding of the needs and experiences of children, young people & families

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Skills	• Planning, organising and controlling skills • Communication and influencing skills • Initiative and Innovation skills • Ability to engage with children and young people. • Ability to ensure young people are confident in their views being effective in shaping provision • Ability to develop policy across organisations • Ability to initiate, manage and influence change • Ability to understand the third sector and establish joint working to common outcomes • Ability to communicate well, establish working relationships and develop these to achieve outcomes. • Analytical skills. • Ability to professionally develop, manage and sustain relationships with Elected Members, senior officials and others which displays sensitivity, tact and nous. • Ability to lead and manage change in complex organisations. • Excellent interpersonal skills • Good presentation and report writing skills • Ability to meet challenging deadlines and balancing competing priorities successfully • Ability to use information and data to aid decision making and performance management • Excellent interpersonal skills • Good presentation and report writing skills • Ability to meet challenging deadlines and balancing competing priorities successfully • Ability to use information and data to aid decision making and performance management •
Personal style & behaviours	• As a council employee you will be supported and expected to demonstrate the Council's Core Behaviours. Please note that these may be updated from time to time and are available on the Council's intranet pages. • Develops good relationships with others by behaving with integrity, treating people with respect and leading by example • Promotes diversity and equality of opportunity for both service users and team members

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	• Must demonstrate a commitment to Safeguarding • Builds and sustains effective relationships at all levels by behaving with integrity and treat people with respect in accordance with the Council's Co-operative values • Ability to work flexibly and think independently to address new tasks and organisational challenges • Prepared from time to time to work across a variety of locations in the Borough to efficiently and effectively meet the needs of the service • Acting consistently and adopts a professional approach which generates credibility and confidence in their capacity and ability • Demonstrates creativity, initiative, diplomacy and resourcefulness • The post holder must be prepared to work a flexible 37 hour week, on occasions outside normal working hours, which may include some evenings and weekends.
Fluency Duty	This post has been identified as a customer facing role and therefore the Council is required to fulfil their statutory duty under Part 7 of the Immigration Act 2016. As a public body the Council is obliged to ensure member of staff in such roles are able to have a command of spoken English which is sufficient to enable the effective performance of their role. • The post holder to be competent to deliver the work programme using a range of options including speaking, writing and reading as well as having good listening skills. • The post holder to have comprehensive levels of communication across all areas of the work programme.
Political Restrictions	None

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We will ensure, so far as is reasonably practicable, that no disabled applicant is placed at a substantial disadvantage. This person specification includes what we believe are fully justifiable essential and desirable selection criteria. Provided that the selection criteria unconnected with the disability are met, we will make ALL reasonable adjustments in order that someone with a disability can undertake the duties involved.

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Type of criminal records checks required for this post	Ticked as required
None	
Basic Disclosure	
Standard Disclosure	

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Enhanced Disclosure	Yes
Working with Adults - Regulated Activity	
Working with Children - Regulated Activity	

Information on types of criminal records checks is available at:

<https://www.gov.uk/disclosure-barring-service-check>