



JOB DESCRIPTION	
Job Title	Assistant Youth Worker
Portfolio	Education and Youth
Reports to	Area Worker
Location	Various
Job Reference/ID Number	
Job Purpose	
To offer informal educational opportunities to young people aged 11-25 (inclusive), to enable them to explore and develop the skills, knowledge and attitudes, needed to identify and pursue their responsibilities and rights as informed members of society. The above has its foundation in the Wales Youth Agency Curriculum Statement for Wales which defines the purposes of youth work as follows: - to promote equality of opportunity for all young people in order that they may fulfil their potential as empowered individuals and as members of groups and communities. - to support young people in the transition to adulthood. - to assist young people to develop attitudes and skills which enable them to make purposeful use of their personal resources and time. Youth work thus offers young people opportunities which are: <u>Educative</u> - Enabling young people to gain the skills, knowledge and attitudes needed to identify advocate and pursue their rights and responsibilities as individuals and as members of groups and communities, locally, nationally and internationally. <u>Participative</u> – Where young people are encouraged to share responsibility and to become equal partners, fundamental to the learning process and decision-making structures which affect their own and other peoples’ lives and environments. <u>Empowering</u> - Enabling young people to understand and act on the personal, social and political issues that affect their lives, the lives of others and the communities of which they are a part. <u>Expressive</u> - Encouraging and enabling young people to express their thoughts, emotions and aspirations through creative, sporting and challenging opportunities which raise an awareness of: - Cultural identity - Bilingualism and the value of one’s own language - Heritage - Respect for diversity - Citizenship and respect for others They should: - Challenge oppression and inequality, promote acceptance of the differences that spring from race, sexual identity, gender, disability, age, religion and class, recognize the	

importance of the Welsh language and its heritage, other languages, and the diversity of cultures in Wales.

Principal Accountabilities

1. To assist in the effective supervision, participation and motivation of young people in the planning, organisation, monitoring and evaluation of an agreed Curriculum based Centre programme.
2. To assist in the completion of Monthly Review and Recording sheets.
3. To assist in Centre administration and finance; including attendance records, subscriptions, pay claims, petty cash, coffee bar/canteen, inventory and Health & Safety records.
4. To assist in the effective supervision and security of building and equipment; and report all necessary repairs and issues of Health and Safety to Youth Worker in Charge.
5. To assist in the effective publicity, promotion and community relations in relation to Centre operation.
6. To ensure the implementation of current Flintshire Youth Services policy and procedures in relation to Curriculum, Equal Opportunities, Finance, Child Protection and Health and Safety.
7. To participate in area meetings, youth events and training weeks.
8. Willingness to train to the Level 2 JNC recognised Youth Work Qualification within 2 years of appointment.

Supervision/Management of People

N/a

Employment Checks/Specific Requirement i.e. DBS

Enhanced DBS required

Special Working Conditions

This role involves working evenings.

In the event of Centre or Club closure, occasional operational area events or special circumstances, a temporary re-location within the Local Authority area may be required.

Person Specification

The person specification sets out the skill, knowledge and experience that are considered to be necessary to perform the role and will be used in short-listing both at application and interview stage. It is therefore important that you demonstrate on your application how you meet all of the essential requirements.

Academic/ Professional Qualification

**Essential /
Desirable**

**How this will be
assessed?**

Qualification in Sports, Arts, Outdoor Education, Counselling, First Aid etc.

Desirable

Application/Interview

Knowledge and Experience

Work with young people aged 11-25 (Paid or Voluntary)	Desirable	Application/Interview
Knowledge of Health & Safety Legislation	Desirable	Application/Interview
Knowledge of Equal Opportunities Policy and Practice	Desirable	Application/Interview
Awareness of Youth Issues and Needs of young people	Desirable	Application/Interview
Skills		
Good Organisational, Communication and Motivational Skills.	Essential	Application/Interview
Ability to undertake Basic Recording and Financial Duties.	Essential	Application/Interview
Ability to converse/correspond in Welsh	Desirable	Application/Interview
Flintshire County Council Core Behavioral Competencies	Essential	How this will be assessed?
Customer First: Understand our customers (internal and external) and deliver high quality services to meet and exceed their expectation.	Essential	Application/Interview
Working Smarter: Being clear about what you are expected to deliver in your job and have the skills, motivation, enthusiasm and commitment to work effectively.	Essential	Application/Interview
Working Together/Partnership: Building and maintaining positive relationships in order to deliver better services for our customers and employees.	Essential	Application/Interview
Communication: Ensuring we understand each other, respect each other express and share ideas and information clearly.	Essential	Application/Interview
Change: Adapting to change and introducing better ways of doing things, through generating ideas and seeking out the best way to deliver our service.	Essential	Application/Interview
Leading and Managing: Leads and motivates self and others to continually improve performance.	Essential	Application/Interview