



Post Title: Youth Development Worker

Grade: F

Job Purpose

To promote the Council's vision, values, aims, objectives, and priorities actively and effectively, putting our citizens first through the delivery of best value services.

- Working citywide you will be responsible for the effective development and delivery of early help and adolescence provision in a variety of settings, including centre based, outreach and detached settings.
- You will work with colleagues across the adolescence service, children's integrated services and a range of statutory and community partners to ensure the joint coordination and delivery of positive activities for adolescence to ensure that children and young people's personal, social and educational development is facilitated and supported.
- You will oversee the safe use of delivery sites and ensure that delivery is planned, promotes the active engagement of children and young people, is of high quality and meets the needs of Nottingham's diverse communities.

Individual Leadership Expectations

As an Officer of the Council, you will be expected to demonstrate our core behaviours, linked to the following four themes:

- **Individual Leadership:** by putting our citizens and customers first, delivering against your objectives, helping to set direction, and putting forward ideas for improvements.
- **Equality Diversity & Inclusion:** by ensuring we consider the needs of all NCC citizens in our work, show respect for others, upholding and adhering to the Council's Code of Conduct.
- **Change & Innovation:** by being creative, delivering change when needed, sharing problems, and helping to bring forward suggestions for improvements.
- **Collaboration:** by working well with others, identifying the needs of colleagues and others to deliver great services and by being a good communicator who works well with a range of audiences.

Specific Duties

1. To work within an integrated framework to co-ordinate the effective delivery of high quality adolescence provision in a locality, city wide or specialist setting as required, to support vulnerable children and young people to improve their social, physical and emotional well-being.



2. To work in partnership with children and families and multiagency colleagues, to offer support and challenge, ensuring professional boundaries are set and maintained and to deliver and co-facilitate a range of evidenced based programmes and group work to support children and families to over-come barriers to help them meet their needs.
3. To engage with children, young people, and families, using a holistic approach to include them in planning, decision making and goal setting. To empower children, young people and families to contribute to the development of the service through evaluation, consultation, and feedback of services provided.
4. Work flexibly across the city to ensure the delivery of a range of high-quality integrated services in an area or locality setting including face-face and group work, evenings and weekends to meet the needs of the service.
5. To be part of a duty system acting as the first point of contact for children, young people and families presenting as in crisis and to work in conjunction with the child, young person, family and partner agencies to address the concerns.
6. Develop new and innovative ways of working with children and young people, ensuring that local delivery contributes to the early intervention and prevention agendas and service wide initiatives.
7. Promote and enable the active engagement and involvement of children and young people in decision-making about all aspects of service delivery including facilitating and supporting young people's area forums.
8. Work with colleagues across Integrated Children's Services to ensure children and young people who have been identified as requiring additional support are supported in appropriate provisions and contribute to exit strategies for children and young people completing targeted and specialist interventions.
9. Ensure the effective sharing of information as required to safeguard and promote the welfare of children and young people. Facilitate and support Multi-Agency meetings to identify children, young people and families in need of support and intervention.
10. Ensure effective monitoring of the delivery of services in compliance with policies and procedures, the Youth Quality Assurance framework and Youth Work Charter.
11. To take reasonable care for own health and safety and that of other people, ensuring the implementation of appropriate procedures and practice in line with current Health & Safety legislation in all settings, including acting as off-site visits co-ordinator and risk assessment of activities.
12. To identify risk/s and seek advice and guidance from the relevant supervisor / manager in a timely manner.



13. To use analytical skills to prepare assessments, intervention plans, and reports, and deliver appropriate support packages.
Review assessments, plans and support packages against measurable outcomes within the framework of policies and procedures.
14. To make effective use of the electronic case management system and maintain confidentiality in accordance with the Data Protection Act and data sharing protocols. Ensure information is maintained accurately and up to date in line with NCC standards and procedures. And understand the use of performance data and the requirement for work to be completed timely and accurately to capture the relevant information
15. To understand and be committed to establishing and maintaining effective working relationships with voluntary and statutory agencies to ensure access to a range of high standard universal, targeted and specialist services, to support children and families.
16. To contribute to the creation and maintenance of good working relationships, at all levels, with colleagues in partner agencies, other City Council Departments, and with the local community.
17. Actively promote and embed Equality, Diversity, and Inclusion through all actions and in accordance with the organisation's EDI strategy and objectives. Work in partnership with the voluntary and statutory agencies to promote and improve services that are fully inclusive and accessible to all.
18. To be a proactive and positive member of the team, contributing to a problem solving and teamwork approach. Attend team meetings, departmental and multiagency forums as appropriate. To participate in the development, planning, review and evaluation of service delivery
19. To actively participate in individual supervision with Line Manager and any case over-sight supervision required by the relevant Specialist, incorporating a reflective practice model.
20. To undertake training, professional learning and developmental opportunities as required. To participate and comply with Nottingham City Councils performance management procedures
21. Remain up to date and compliant with all relevant legislation, organisational procedures, policies and professional codes of conduct to uphold standards of best practice
22. Demonstrate good time management and a requirement to working evenings and weekends and some public holidays as per a rota to provide a flexible and responsive service, including on-call arrangements.

Numbers and grades of any staff supervised by the post holder: N/A

All staff are expected to abide by the obligations set out in the Information Security Policy, IT Acceptable Use Policy and Code of Conduct to uphold Nottingham City Council standards in relation to the creation, management, storage and transmission of information. Information must be treated in confidence and only be used for the purposes for which it has been gathered and should not be shared except where authorised to do so. It must not be used for personal gain or benefit, nor should it be passed on to third parties who might use it in such a way. All staff are expected to uphold the City Council obligations in relation to current legislation including the Data Protection Act and Freedom of Information Act.

This is not a complete statement of all duties and responsibilities of this post. The post holder may be required to carry out any other duties as directed by a supervising officer; the responsibility level of any other duties should not exceed those outlined above.

Produced by - Wilf Fearon - Head of Early help services

Date – November 2024



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AREA OF RESPONSIBILITY	REQUIREMENT	MEASUREMENT		
		A	AC	D
Qualification requirement	A JNC qualification in youth work, or equivalent or a minimum of NVQ Level 3 Qualification in Youth Work	✓	✓	✓
Knowledge	A practical knowledge and understanding of child development and the needs of children, young people, and families.	✓	✓	
	Sound knowledge of safeguarding issues and experience of applying legislation and policy and procedure to practice, including the relevant assessment framework and integrated working.	✓	✓	
	Knowledge and understanding of Multi-Agency & partnership working and the variety of services available to families.		✓	
	Knowledge of different theories, models and approaches to working with children and families and experience of applying these to practice.		✓	
	Understanding of the City Council and its strategic aims.		✓	
Skills / Abilities	Ability to communicate sensitively and develop respectful and trusting relationships with children, young people and families.	✓	✓	
	Ability to build good working relationships with families and over-come barriers to them engaging.		✓	
	Ability to develop and build relationships with key, partners, volunteers and commissioners	✓	✓	
	Ability to conduct assessments and analyse findings to formulate action plans, and the ability to produce high quality written records and reports.	✓	✓	
	Ability to carry out risk assessments and implement control measures for varying situations likely to occur in activities with children and young people	✓	✓	
	Ability to represent Adolescence / Early Help Teams in a variety of forums and develop positive working relationships and build confidence with complex multidisciplinary partnerships/teams.	✓	✓	



	Ability to think clearly under pressure and manage crisis situations.	✓	✓	
	The ability to work both independently and as part of a team, work collaboratively across partnership to plan and develop sustainable services and projects for children and young people	✓	✓	
	Commitment to improving outcomes for children, young people and families.		✓	
	A commitment to high quality adolescence and early help services.		✓	
	Ability to demonstrate a solution-focused approach that will give confidence to children, young people and their families.		✓	
	Experience of working with vulnerable children and young people, from a variety of backgrounds, to plan and delivery of high-quality provisions, that responds to their needs in an outcome focused way.	✓	✓	
Experience	Experience of supporting children and young people to manage change.	✓	✓	
	Experience of working in partnership with children, young people, families and communities to shape and enhance service provision.	✓	✓	
	Experience of effectively using a range of preventative and early intervention theories and models when working with children, young people & families to prevent the need for escalation to specialist services.	✓	✓	
Information Technology	Ability to use IT systems effectively, including departmental recording systems and Windows based information technology.	✓	✓	
	Ability to input and maintain case records, reports and correspondence.	✓	✓	
Work to promote mutual respect and good relations	Honesty and Integrity			✓
	Sensitivity to a diverse range of service users and evidence of responding to their different needs.	✓	✓	
	Experience of handling conflict and managing sensitive issues to achieve positive outcomes.	✓	✓	



	An understanding to the City Council's Equality and Diversity Policy, a commitment to its implementation and application in employment and service delivery.		✓	✓	
	A commitment to supervision and professional development.		✓	✓	
	Be willing to work across Adolescence and Early Help teams as required to meet the needs of the service.		✓	✓	
Work Related Circumstances	Willing to work flexibly and outside normal office hours, including evenings and weekends to meet the needs of the service.		✓	✓	
	Must be willing to undertake a DBS check at the appropriate level.		✓		
	Willing to comply with the City Council's non-smoking policy.		✓		
A - Application	AC – Assessment Centre	D- Documentation			