

Post Title: Level 6 Youth Work Apprentice (Degree Level)

Grade: E (TBC) Apprentice rate Fixed-term (approximately 3 years)

Job Purpose

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To support the delivery of high-quality youth work provision across Nottingham City, engaging and building positive relationships with young people in a range of community settings.

The post holder will work as part of a citywide youth service, contributing to open-access and targeted youth work while developing the skills, knowledge and experience required to become a qualified youth worker. Alongside practical work, the postholder will undertake a Level 6 Youth Work Degree at Nottingham Trent University, integrating academic learning with professional practice

The postholder will undertake a fully funded Level 6 Youth Work Degree through Nottingham Trent University, attending face-to-face sessions at the Mansfield campus on a fortnightly basis, alongside regular online learning. This programme combines academic study with practical experience in youth work settings.

On successful completion, the postholder will achieve:

- A BA (Hons) in Youth Work
- A professionally recognised Youth Work qualification endorsed by the National Youth Agency (NYA)

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. Deliver and support engaging youth work sessions across a network of youth hubs and community settings, promoting young people's personal, social and emotional development.
2. Work directly with young people to build positive, professional and trusting relationships, encouraging their participation, progression and sustained engagement.
3. Work collaboratively with youth workers, colleagues and partners to plan, and deliver coordinated activities, programmes and interventions.
4. Ensure effective planning, evaluation and monitoring of the delivery of services in accordance with youth work principles, including the use of electronic recording and management information systems. To include pre and de-briefings and the writing of reports
5. Support and lead on the delivery of group work and targeted interventions that address key issues such as wellbeing, risk-taking behaviour, education and social development.
6. Identify young people who may require additional support and contribute to early help assessments, referrals and appropriate interventions.
7. Actively engage young people in decision-making, encouraging their voice, feedback and involvement in shaping services.
8. Work flexibly across a range of settings, including centre-based, outreach and detached provision, and across different communities as required.
9. Maintain safe, inclusive and supportive environments by adhering to existing working practices, methods, procedures and policies ensuring the health, safety and welfare of children at all times. With particular emphasis on Safeguarding Procedures, Equalities Policy, Code of Conduct for Employees and Health and safety policy.
10. Administer first aid, medication and personal care in line with inclusive practice.
11. Support effective partnership working with a range of agencies to enable access to universal, targeted and specialist services for young people.

12. Take responsibility for maintain accurate records of work undertaken, participate in supervision and training, and contribute to ongoing professional development and reflective practice.

- The role involves working across Nottingham City in a variety of youth settings
- Study attendance at NTU Mansfield campus (NG18 5BH) is required every two weeks, alongside online learning
- The programme is expected to start in either September 2026 or January 2027 and finish 31st October 2029. This will be dependant on the start date

All staff are expected to abide by the obligations set out in the Information Security Policy, IT Acceptable Use Policy and Code of Conduct in order 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.



Job title:

AREA OF RESPONSIBILITY	REQUIREMENT	MEASUREMENT		
		A	I	D
Individual Leadership	Takes personal accountability for own development.		✓	
	Drive and motivation, ability to deliver against challenging objectives.	✓	✓	
Change and Innovation	Confidence and ability to put forward ideas for change.		✓	
	Ability to be creative, to be able to identify problems and work to create solutions.	✓	✓	
Collaboration	Evidence of working successfully in partnership across different sectors, building and maintaining good working relationships.		✓	
	Evidence of actively working with others to improve collaboration internally and externally.	✓	✓	
Equality, Diversity, and Inclusion	An understanding of why it's important to consider equality, diversity, and inclusion in all that we do.	✓	✓	
	Demonstrating personal commitment to the equality, diversity and inclusion challenges faced by our workforce and Nottingham's people.	✓	✓	
Technical Skills and Knowledge	A strong interest in youth work and supporting young people	✓		
	Ability to build positive relationships and communicate effectively	✓		
	Motivation to learn and develop professionally	✓	✓	
	Commitment to equality, inclusion and safeguarding	✓	✓	
	Willingness to work flexibly, including across different locations	✓	✓	
	A strong interest in youth work and supporting young people	✓		
	Ability to build positive relationships and communicate effectively		✓	
	Motivation to learn and develop professionally	✓		
	Commitment to equality, inclusion and safeguarding		✓	



Qualification requirement	Ideally, students will have a Level 3 qualification to prepare them for degree-level study. However, there is no minimum UCAS points requirement as interpersonal skills and the ability to engage hard-to-reach young people are more valued in this profession than academic grades.	✓	✓	✓
Behaviours	Must be flexible and be prepared to work outside normal office hours, as and when required, according to the needs of the service, and willing to work at various office locations and community locations as required	✓		
	Demonstrated a firm yet supportive approach to managing, customer service, and relationships while maintaining a professional attitude.		✓	
	Ability to manage and prioritise own workload.	✓		
	Demonstrable ability to use professional curiosity and reflective practice.		✓	
	Resilient and able to manage highly emotive situations.	✓		
	Empathetic and non-judgmental, with strong interpersonal and customer service skills.	✓	✓	
	Able to communicate effectively with customers, colleagues, and external agencies.	✓		
	Ability to work independently and source innovative solutions to problems.	✓	✓	
A - Application	I – Interview	D – Documentary		