



Surrey Council for Voluntary Youth Services
Supporting the Voluntary Youth Organisations of Surrey

Youth Development Worker

Job Description and Person Specification Feb 2010

Job Description:

Post: Youth Development Worker

Location: Astolat, Burpham, Guildford, but with flexibility to work on location, and from home.

Responsible to: Chief Executive

Contract Length: short term to March 2012 (two years)

Hours: part time, 18 hour week; some evening or weekend work will be expected in the nature of the work.

Background:

We have three year funding from Surrey County Council Youth Development Service for this post. Initially the post has been filled by Nick Glover who has done a great job for us, but he has decided to move on to a higher level post with Surrey CC's Alternative Learning Programme. We now need to fill this vacancy for the remaining two years of the grant.

For more information about the background to the post see the Business Case June 2008 attached.

For information about Surrey Youth Focus see the Briefing Note, or check our website.

Main purpose of Job:

To work with local communities and young people to identify their needs for “positive activities for young people”, and to signpost to their availability, or where these do not meet local needs, to set up such facilities (youth clubs, sports programmes etc) in partnership with our member organisations, or partners (such as Surrey Police, Parish Councils, and District/ Borough Councils) so that they take on the continuing provision and management of the activity in a sustainable way.

The job is to **broker, or enable an increase in the capacity and provision of activities for young people in Surrey**. Equally it is **not** to provide a continuing support to the projects, but rather to exit once satisfied that appropriate arrangements have been put in place to ensure the ongoing viability of the project.

Main tasks

1. Initially to “broadcast” information about this post and service to key partner organisations, notably County Councillors, Surrey CC Area Directors, Neighbourhood Police Teams the eleven Crime and Disorder Reduction partnerships, Surrey Youth Focus members, Parish Councils, and Surrey Community Action’s community team, and to work in partnership with all of these, and others,
2. To target key areas of the county which have a priority need because of reported anti – social behaviour or a lack of provision.
3. To convene, and facilitate community meetings:
 - a) signposting to the provision of what activities exist
 - b) initiating and brokering the provision of activities where they are currently inadequate for local needs,
 - c) ensuring that from the outset, or after a short while, the provision is then managed by a host organisation in a sustainable way, and exit.
4. To identify the impact of your initiatives by using the “What’s Changed-Participation Outcomes Tool “(Hear by Right –NYA).
5. To use and promote the use of Surrey Youth Focus’ Tool Kit about setting up youth clubs and activities.

6. To identify needs for the training of volunteer youth workers arising from the key task at 5) above, and locate training opportunities for them.
7. Similarly to identify volunteering needs and direct them to **Vinvolve**.
8. To produce performance reports as required by funders, and the Chief Executive
9. Any such other duties as may be required.

Person Specification

Knowledge and Skills

Essential:

- Knowledge of youth work and /or of working with local communities, whether in the voluntary or statutory sector
- Skills in partnership working, and networking
- Project management skills
- Ability to lead meetings in a facilitative style
- Ability to communicate using styles and methods appropriate to the audience - from young people to senior councillors
- Ability to listen to the voice of young people
- Knowledge of legal requirements in working with young people: safeguarding, CRB, risk assessment, health and safety etc
- Ability to write performance reports concisely
- IT skills (email, spreadsheet, powerpoint, and internet searching)

Desirable:

- Knowledge of funding sources

Qualifications

The ideal candidate is likely to have a relevant degree and / or a Youth work qualification to at least NVQ Level 3.

General

This role is best suited to someone who is a “natural” partnership worker, able to link across to many other organisations and individuals at the local level to secure their involvement and support.

You must also be able to work with young people, showing empathy - listening to, and understanding their needs. You will be proactive and energetic in taking

action to broker the provision of activities, and to undertake the initial set –up where necessary,

You will be a proactive worker, comfortable working alone, or from home, but able to work as part of a team, and to realise the importance of performance information to justify the funding procured for the post.

You are likely to have an outgoing personality, confident enough to do the “upfront work”, but humble enough to take a quiet satisfaction from having set something up for others to take forward.