


Job Ref: YPW	Job Description and Person Specification 
Job Title:	Youth Participation Worker
Reports to:	Youth Work Manager
Salary / Hours:	£26,000 per annum pro rata Part-time – 18.75 hours per week
Main Purpose of Job:	
<p>To provide support and guidance to Senior Youth Workers, Youth Workers and volunteers. To be a voice for young people and respond to the needs of young people within NYY Direct Delivery Clubs.</p> <p>Specifically, the Youth Participation Worker will:</p> <ul style="list-style-type: none"> • Provide operational support to Direct Delivery staff within the area of work • Provide support to the Direct Delivery by finding suitable locations at cost effective rates when necessary. • Support and deliver project/issue-based work based on the feedback and needs of young people. • Set up and support youth councils/forums in Direct Delivery clubs. • Support Direct Delivery projects to become more sustainable. • Support additional transitions within divisional region. • Attend relevant multi-agency meetings. • Encourage young people to participate in their communities. • Share the great work that NYY carry out with young people through social media and publicity. • Support the work of the wider Youth Development Team • Contribute to the outcomes identified in the Children and Young People's Plan. • Work as a member of the wider children's and young people's workforce across North Yorkshire 	

Main Responsibilities and Duties:	
	To identify the needs of young people to develop provision in line with quality youth work practice.
	Apply knowledge and practical experience in providing resources and activities for young people

	To maintain a good level of understanding about the issues that young people face and the needs they may have
	Ability to run a universal youth work session.
	To support and develop opportunities to ensure that young people take an active role in evaluating and influencing the provision supported by NYY.
	To maintain a good level of understanding of training opportunities available in the sector
	To contribute to providing safe and secure activities for all young people
	To be responsible for promoting and safeguarding the welfare of children and young people that you come in to contact with.
	To work within ethical, legal and regulatory procedural frameworks.
	To act as a positive role model for young people.
	Provide operational support to Senior Youth Workers and Youth Workers
	To support the Youth Development Team in delivery of training e.g. Raising Aspirations, Wake Up Call, Volunteer training, etc.
	To support the sector by delivering or providing support to deliver appropriate activities for young people. For example, young leader training, grants.
Contacts and Relationships	
	To establish rapport by maintaining respectful, trusting, and professional relationships with young people
	To develop professional relationships with adult volunteers and staff within partner organisations.
	To establish and maintain effective and efficient working relationships within the NYY staff team.
	To establish effective working relationships with colleagues from a variety of organisations and agencies to develop support networks for young people
	Engage with relevant individuals, agencies and community organisations to promote NYY activity.
	To attend meetings and represent NYY and its work as required
Monitoring and Evaluation	
	Submit appropriate information to internal and external monitoring systems.
	To be able to produce good quality reports and case-studies.
	To understand the importance of consent and the relevant policy or procedure when obtaining consent from young people and/or their parent/carer.
	To be competent in the use of IT including accessing web-based information and the use of email and texting
	To contribute to the quality systems of the organisation in line with requirements from external awarding bodies.
Corporate	

	Take a responsible approach to personal development: manage, update, and record own skills to ensure current good practice is used to inform delivery.	
	To promote the work of NYY in a professional and positive manner	
	To engage in the development of NYY to ensure the delivery of high-quality provision for young people	
	Show a commitment to equal opportunities	
	Take responsibility for own health and safety and support colleagues and others to maintain health, safety and welfare within the working environment.	
	Notwithstanding the Job Purpose and Duties & Responsibilities included in this job description, you must be prepared to undertake additional tasks, duties and responsibilities at the discretion your line manager	
Flexibility		
	To recognise the need to respond flexibly to changing demands and challenges faced by young people. You will be required to work on evenings and weekends and be required to manage your time to allow for this.	
Principle Working Relationships		
<p><u>Internal</u> Head of Youth Services, Youth Work Manager, Youth Development Workers, Youth Mentors, NYY Senior Managers, Administrators, Senior Youth Workers and Youth Workers</p> <p><u>External</u> Young People's workforce, adult volunteers, NYCC Children and Young People's Services, North Yorkshire Council workforce and Voluntary Sector Organisations</p>		
Person Specification:	Essential	Desirable
Knowledge and Experience		
2 years' experience of working with young people in a youth work setting	✓	
Experience of providing or supporting the provision of information, advice and guidance in a youth work setting	✓	
Experience of influencing change in a system like a school, youth centre or community.	✓	
Understanding of the national and local policies related to working with young people	✓	
Knowledge about policies and procedures including those relating to safeguarding, and equality and diversity	✓	
Excellent communication skills: e.g. written, oral, and through IT media	✓	
Competent in the application and use of management information systems and IT including use of email, internet, and computer software packages.	✓	

An understanding about the developmental needs of young people		✓
Knowledge and experience of health and safety requirements, including lone working and working within unfamiliar communities.	✓	
Ability to ensure all activity is inclusive and promotes participation	✓	
Qualifications		
Professional Youth Work Qualification at Level 3 or higher	✓	
Holds a valid first aid certificate	✓	
Skills and attributes		
Ability to relate to young people	✓	
Able to work effectively on own initiative and as part of a team	✓	
Excellent organisational skills	✓	
Able to engage young people using innovative and creative practices	✓	
Ability to be adaptable and flexible in working practices	✓	
Ability to research and evaluate	✓	
Presentation skills – able to present to or advocate on behalf of young people to individuals and groups	✓	
Ability to persuade and motivate others to adopt a positive approach to service provision	✓	
Ability to organise own workload	✓	
Networking and partnership brokering skills	✓	
Ability to produce and maintain records to strict timescales	✓	
Ability to work as part of a team, especially a multidisciplinary team	✓	
Ability to work reflectively	✓	
Other Requirements		
Ability to work evening and weekends	✓	
Car Driver with access to vehicle for work purposes	✓	
DBS certificate	✓	
Willingness to undertake training and development relevant to the job	✓	