

## **Appendix C**

### **KENT YOUTH SERVICE:**

### **SERVICE TRANSFORMATION – HR IMPLICATIONS & PROCESS**

#### **1. Introduction**

This paper sets out the HR implications and processes arising from the Youth Service Transformation project. This piece of work will be supported by advice and guidance from the HR Business Support Team. Managers leading this piece of work will be advised and guided by HR Business Support to ensure that due process is followed and that KCC's agreed process for managing change is adopted.

#### **2. Proposed Timetable**

Proposals available on <a href="http://www.kent.gov.uk">www.kent.gov.uk</a> website	8 July 2011
Proposals published and discussed at Cabinet	18 July 2011
Start of formal consultation period	1 August 2011
Staff briefing sessions	3 August 6 and 8 September 2011
Close of formal consultation period	29 October
Evaluation of consultation responses	November 2011
Decision on whether to proceed with proposal	December 2011
Confirm slotted staff	January 2012
Diminution and recruitment process to commence	February 2012
Potential Redundancy Notices issued	April 2012

### 3. Explanation of Processes

**Consultation** – Formal consultation with staff and trade unions will be required. Given the scale of the proposals, a 90-day consultation will take place.

**Q&A** – To deal with issues raised, a Q&A document will be maintained by the Youth Service. This will be available on KNet, although consideration must be given to those who do not have access to KNet. Questions should be submitted to the generic mailbox [kysconsultation@kent.gov.uk](mailto:kysconsultation@kent.gov.uk)

**Staff Briefing Sessions** – A series of staff briefing sessions are arranged for Wednesday 3 August and then following the summer break on Tuesday 6 and Thursday 8 September 2011.

**Support for staff during and after consultation** – support on a 1:1 basis will be offered during the consultation period. Following consultation, any staff that are formally 'at risk' will be part of the redeployment process and will receive support in searching for alternative roles within KCC.

**End of consultation** – once consultation has closed, a formal decision on whether to proceed with the proposal will be taken. All comments and counter-proposals will be considered and responded to either directly or via a collective response.

**Slotting** – Employees may be 'slotted' (i.e. automatically placed) into the new structure if their own job is largely unaffected by changes implemented. For a post to be a possible 'slot' the following 3 conditions must apply:

- the job must be the same grade as before the re-organisation,
- there must be the same number of jobs (or more) as job holders
- the job is deemed 75% the same type of work in term of job accountabilities, activities and broad objectives

**Diminution process** – This will apply where there is a requirement to reduce the number of posts, but where there is no change to the role being undertaken (i.e. fewer of the same type of role). Where this is necessary, selection criteria will be drawn up with advice from HR and in consultation with the appropriate trade unions. The criteria will be clear, objective (based on the future needs of the Service), free from any discriminatory factors and fairly applied.

**Interviews** will apply for all appointments to new roles within the structure and will be ring-fenced in the first instance to KYS staff that are at risk. Any roles which remain vacant after this will be advertised to the wider KCC and if appropriate externally.

**'At risk' status and redeployment support** – once all job opportunities are exhausted within KYS, individuals will be placed at risk of redundancy and will receive redeployment support which will include access to Priority Connect, the KCC job matching process.

**Notice letters** – once the processes of filling roles in the new structure is complete, formal notice of redundancy will be issued in line with KCC procedure. The greater of contractual or statutory notice will be given.

#### 4. **Staff Groups Affected**

The following groups of staff are directly impacted up these proposals:-

**Full Time Centre-based Youth Workers including Senior Youth Work Practitioners** would, subject to the consultation process, be at risk as these roles are deleted from the proposed new structure.

**Street-based Youth Workers** would be reduced in number and in line with the proposed structure. Where more than one project exists within a district or borough this reduction would be managed through a process of diminution as described above within that district or borough. Where only one street-based project exists within a district the existing member of staff will be slotted.

**Street-based Part Time Youth Workers** would be reduced in number and in line with the proposed structure. Where more than one project exists within a district or borough this reduction would be managed through a process of diminution in line with that described above. Where only one street-based project exists within a district or borough the existing staff members will be slotted.

**Project Based Part Time Youth Workers** would, subject to the consultation process, be retained when working in a project which is retained as the Youth Hub but would otherwise be subject to deletion from the proposed new structure. This is because existing part-time roles in the projects which become hubs will not change under the new structure.

**Community Youth Tutors** would, subject to the consultation process, be slotted into the new structure as these roles will not change and existing locations would be unaffected.

**Ancillary Staff including cleaners** would, subject to the consultation process, be at risk as the roles are proposed as deleted from the structure. The exception to this would be those employed within the new Hubs, once confirmed; in this instance, ancillary staff would be slotted.

**Voluntary Organisations Field Officers** posts, subject to the consultation process, would be deleted under these proposals as they are not included within the new structures. The functions currently undertaken by these staff will be commissioned from voluntary and community sector providers.

**Support Staff (Senior Support Officers and Support Officers)** would not be affected during this transformation process, as the Service Review completed earlier this year has aligned these staff into an area based structure.

## 5. Managing Change

*Managing Change Well Framework* – KCC have adopted a framework to manage change well. The Managing Change Well Framework will improve KCC's ability to meet changing needs and performance requirements rapidly and effectively by managing change well.

The Framework includes six overarching principles to follow in change activity:

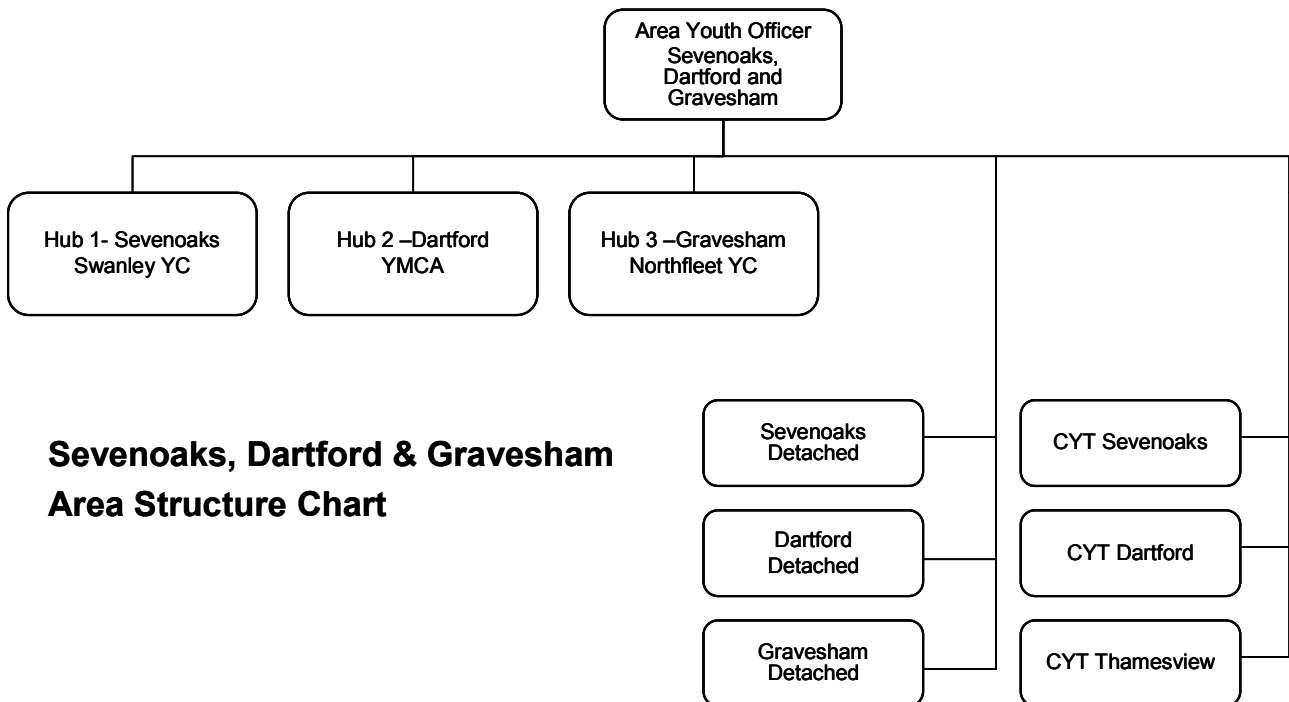
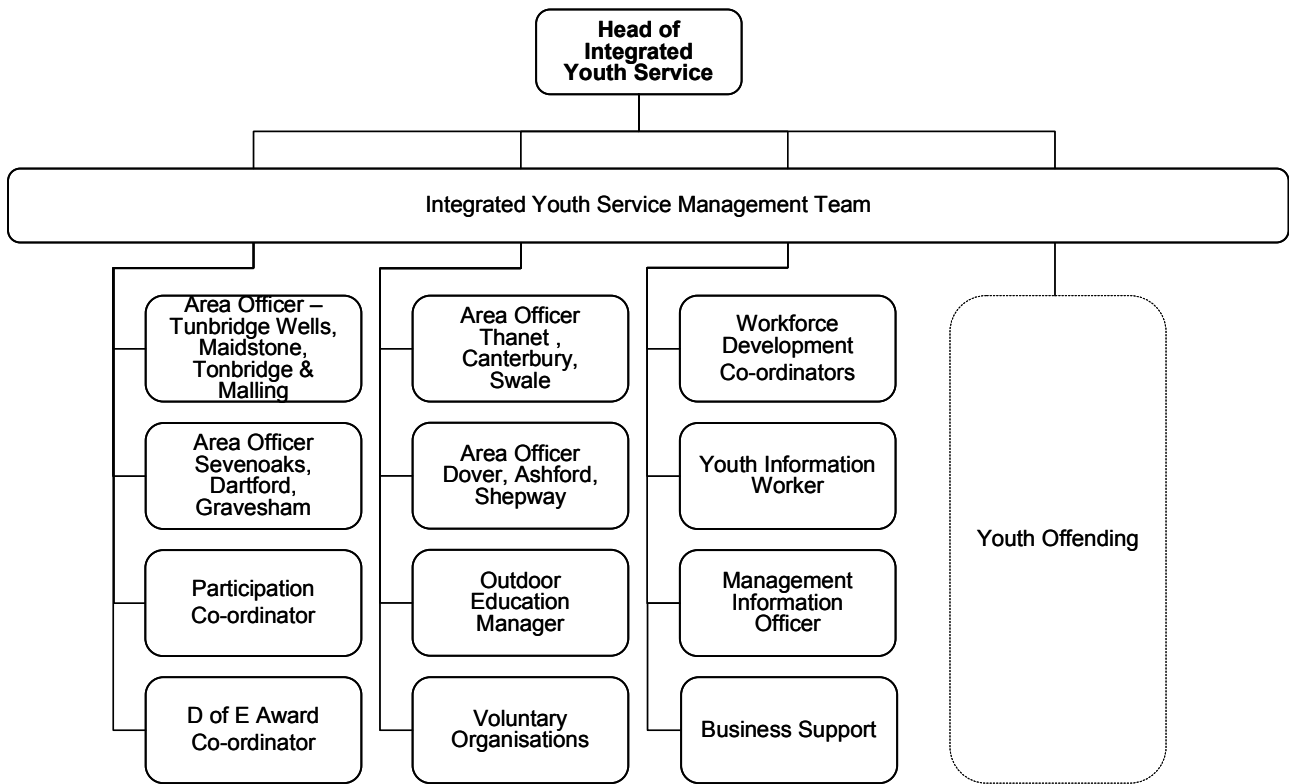


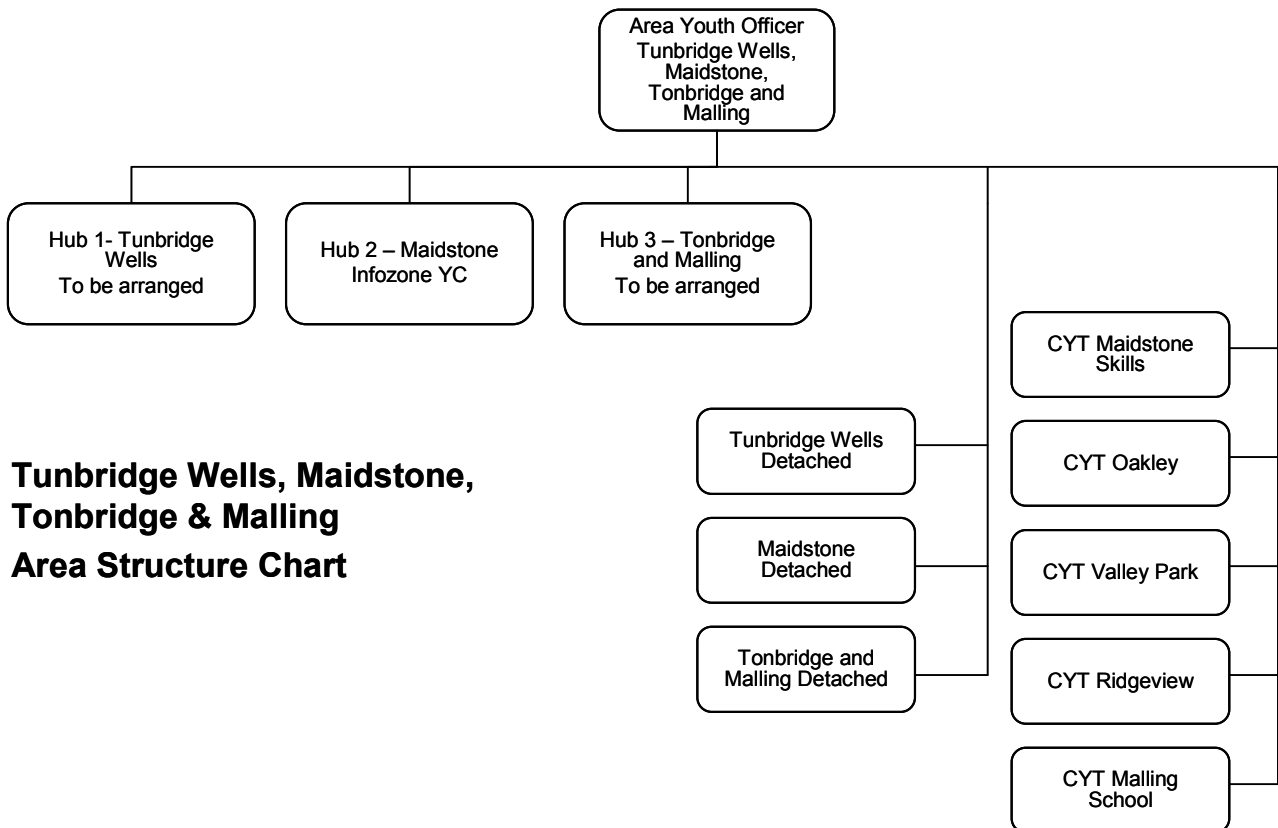
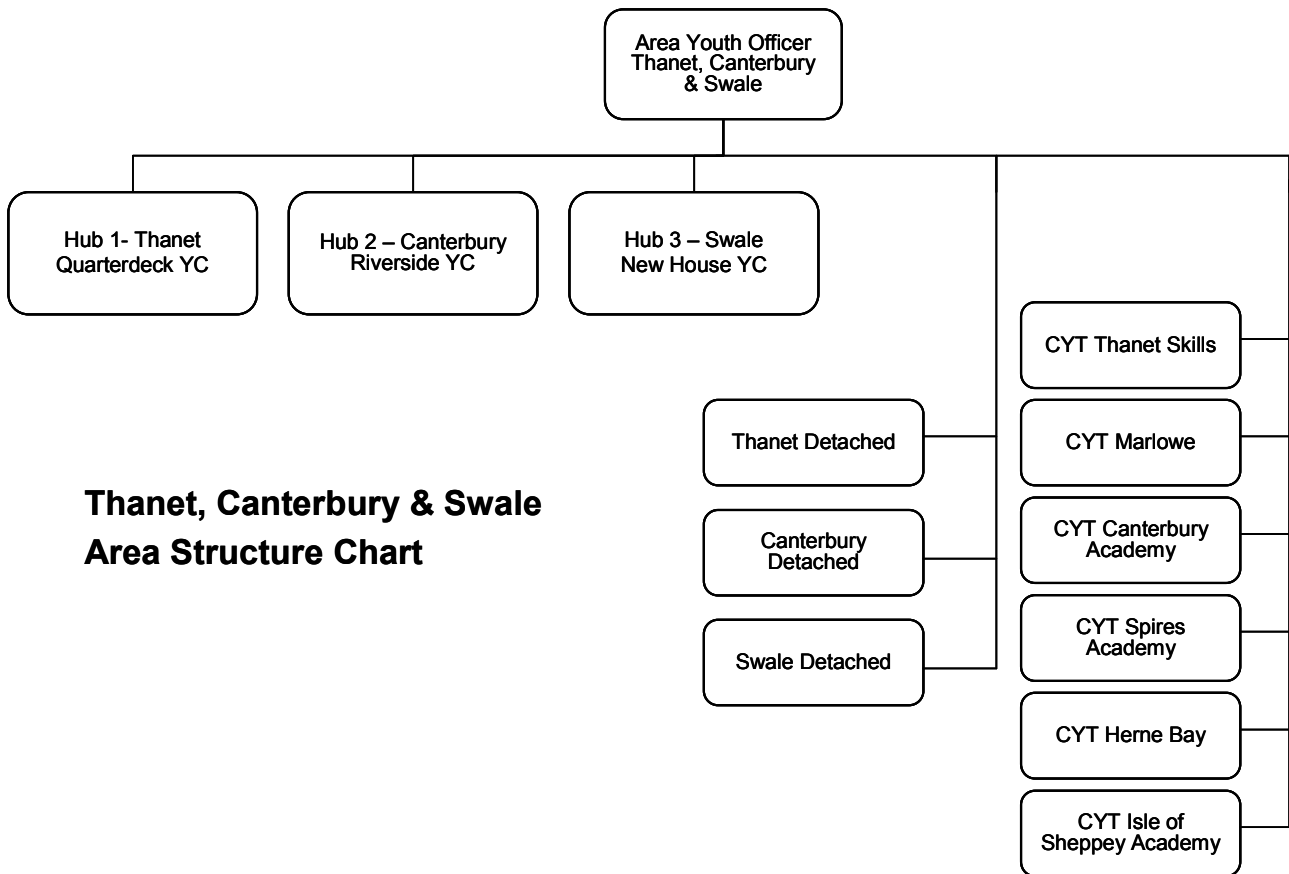
*Aims of Managing Change Well in KCC* – By equipping managers and staff to be competent and confident in responding to new organisational requirements and performance objectives, we expect that:

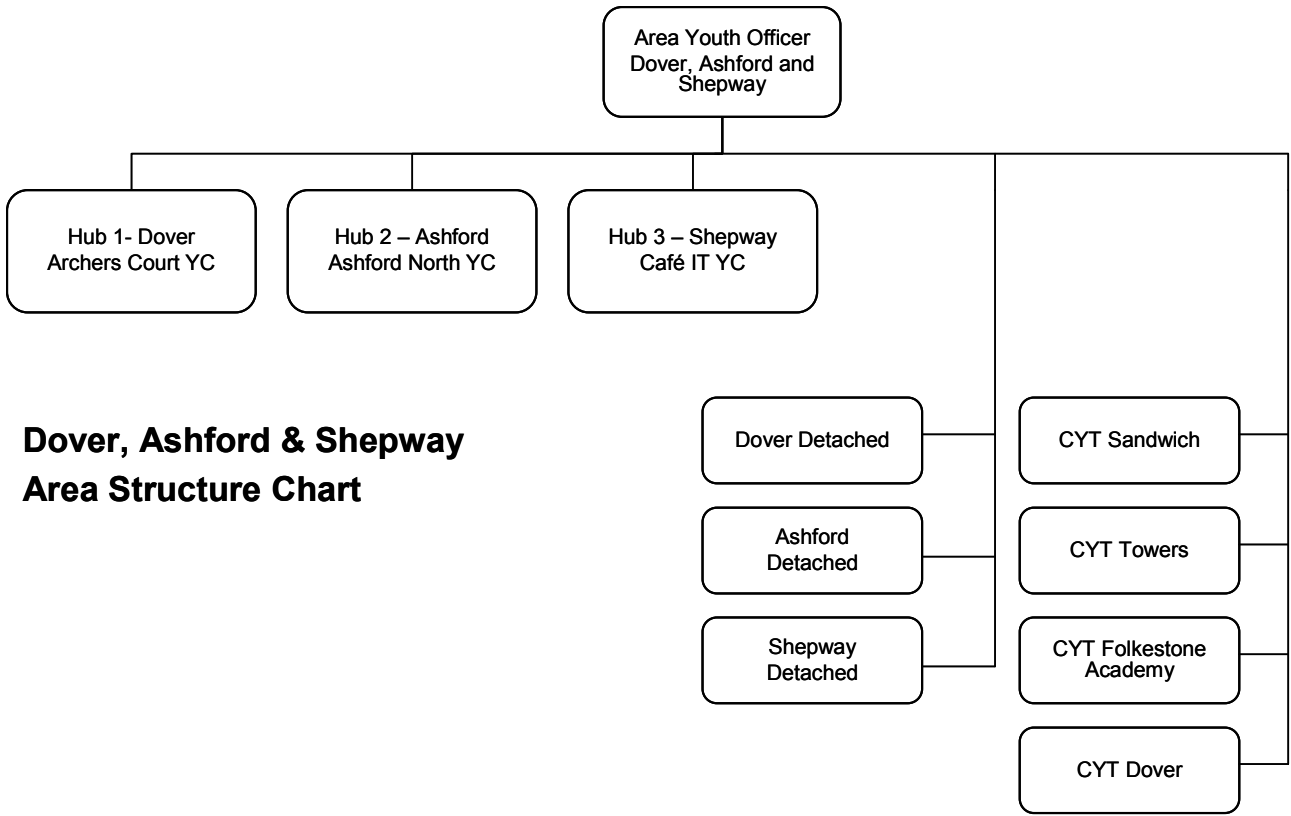
- KCC will proactively manage change, tackling difficult issues and circumstances within a managed risk approach
- The right change will be identified, implemented and will deliver the expected outcomes and benefits
- Customer satisfaction will be evidence following a change
- Performance and productivity will be improved
- Equality of opportunity will be promoted through fair and equitable change processes and outcomes, making use of feedback from Customer Impact Assessments

Change toolkit – Effective People Management – A toolkit is available on KNET which gives links to policies, procedures and guidance to assist managers and staff in managing the people elements of managing change within KCC. The link for further information is <http://knet2/staff-zone/wellbeing-in-kcc/wellbeing-in-action-in-kcc/managing-organisational-change-toolkit/>

## 6. Proposed Structure







**Dover, Ashford & Shepway  
Area Structure Chart**

## 7. Job Descriptions

### Kent County Council

Job Description: ***Senior Youth Work Practitioner***

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**Directorate:** Customer and Communities  
**Division:** Service Improvement  
**Unit/Section:** Integrated Youth Services (IYS)  
**Grade:** JNC Professional Grade 27 – 30  
**Responsible to:** Area Youth Officer

#### **PURPOSE OF THE JOB:**

- 1.1 The Senior Youth Work Practitioner (SYWP) holds the day-to-day management responsibility for a District Youth Work Hub and for the Street-based youth project (including full-time and part-time staff) operating across the district/borough
- 1.2 The SYWP will be a member of the Area Management Team, led by the Area Youth Officer (AYO); this group is responsible for the operational management for all directly delivered Youth Projects in the Area under the direction of the appropriate Assistant Head of Youth Service (Operations).
- 1.3 The SYWP will be responsible for a comprehensive face to face youth work curriculum delivery to young people at the District Youth Work Hub, supported by a 0.5 fte Youth Worker, ensuring that the Hub operates as a centre of excellence within the District / Borough.
- 1.4 Work with the AYO to ensure high quality standards of all youth work in the area is achieved in both directly delivered and commissioned projects; participate in county wide inspections as required.
- 1.5 As a member of the Area Management Team, work to ensure that the Service's Business Plan is developed, delivered, monitored and achieved as relevant to the locality.
- 1.6 The SYWP will be a member of the Area Team, led by the AYO.

#### **MAIN DUTIES:**

- 2.1 Supported by a Youth Worker, manage and oversee the delivery of an appropriate curriculum-led service to young people at the District Youth Work Hub and Street-based Project, maximising the potential of the staff, facilities, equipment and other resources for the benefit of young people.



The curriculum offer must take account of the requirement to secure recorded and accredited outcomes for young people in line with Service targets.

- 2.2 Engage in regular face to face work with young people for a minimum of 50% of work time.
- 2.3 Actively promote equal opportunities through all aspects of the role, ensuring inclusive youth work which celebrates the diversity of all young people.
- 2.4 Line manage Youth Work staff in the Hub and Street-Based project. Arrange regular supervision meetings with those staff for whom the postholder is responsible, and support their work by clearly defining and monitoring targets, and conducting annual appraisals.
- 2.5 Undertake regular quality assurance visits to youth projects in the District / Borough as required, and complete Records of Advisory Support for feedback.
- 2.6 Ensure that a high quality curriculum - including residential work, international education and holiday programmes - is fully incorporated into the programme of work within all projects for whom the SYWP is responsible.
- 2.7 In conjunction with the Workforce Development Co-ordinator, develop and deliver training to support excellent services for young people and youth work, across the direct delivery, voluntary and commissioned sectors of the Area.
- 2.8 Promote the active participation of young people in the design, delivery and evaluation of the projects that the SYWP is directly responsible for, and with all partner agencies.
- 2.9 Establish and develop productive relationships and partnerships with other agencies and voluntary and commissioned youth organisations as appropriate.
- 2.10 Deputise at meetings for the AYO and IYS as appropriate.

## **FINANCIAL**

- 3.1 Comply with the financial and budget management standards and procedures detailed within the County Council's Financial Handbook and the Statement of Accountability for your budget.
- 3.2 Ensure that all staff for which the SYWP is responsible know of and follow the procedures required of them in accordance with the documents stated above.

**GENERAL**

- 4.1 Comply with all KCC and IYS Policies; ensure all Area staff are aware of these Policies and work within them.
- 4.2 Undertake such other relevant duties as directed by the Head of Integrated Youth Services, but reduce existing responsibilities as necessary.
- 4.3 This Job Description is provided to assist the SYWP to know their principal duties. It may be amended from time to time in consultation with the post holder, but without change to the level of responsibility appropriate to the grading of the post.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
Senior Youth Work Practitioner

Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
Area Youth Officer

# Kent County Council

## Person Specification: **Senior Youth Work Practitioner**

The following outlines the minimum criteria for this post. Applicants who have a disability and who meet the minimum criteria will be short listed.



Applicants should describe and evidence in their application how they meet these criteria.

	<b>MINIMUM</b>
<b>QUALIFICATIONS</b>	<p>JNC Qualified Youth Worker or equivalent degree-level professional qualification in working with young people.</p> <p>Management Qualification or willingness to study</p> <p>A1 Assessor qualification or willingness to study</p>
<b>EXPERIENCE</b>	<p>Experienced and skilled in working with groups at a face to face level in a range of youth work settings</p> <p>Experience of working effectively in partnership within a multi-agency setting.</p> <p>Experience of managing &amp; supervising staff</p> <p>Experienced and skilled in positively addressing Diversity issues relevant in a youth and community work setting</p> <p>Experience of budget and resource management.</p> <p>Experienced and skilled in using Quality Assurance systems in a youth work setting</p> <p>Experience of positively promoting the views, rights and image of young people</p>
<b>SKILLS AND ABILITIES</b>	<p>Ability to work effectively with young people and colleagues at all levels and to build effective partnerships internally and externally</p> <p>Ability to plan, deliver and evaluate youth work programmes including recording and accrediting young peoples achievements</p> <p>Ability to design, deliver and evaluate training events for both young people and staff</p> <p>Ability to build relationships with young people on equal terms whilst maintaining professional boundaries</p> <p>Excellent interpersonal skills and a good team player</p>

	<p>Ability to effectively manage, motivate and develop full time and part time members of staff</p> <p>Ability to organise and prioritise workloads</p> <p>Able to work on own initiative</p> <p>Ability to manage budgets and buildings</p> <p>Show diplomacy when liaising with multi-agency partners</p> <p>Ability to act as a role model for youth work colleagues in the area</p> <p>Communicate effectively using a variety of methods including report writing to a high standard</p> <p>An ability to travel on a regular basis between sites across the county, at all times of the day and night</p>
<p><b>KNOWLEDGE</b></p>	<p>Of Health and Safety and Child Protection issues in youth work settings</p> <p>Of how adults and young people learn</p> <p>Of current legislation and policy trends affecting work with young people.</p> <p>Knowledge and understanding of the contemporary youth work curriculum</p> <p>Knowledge of diversity and equal opportunities issues in relation to both staff and young people</p>

# Kent County Council

## Job Description: ***Community Youth Tutor***

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<b>Directorate:</b>	<b>Customer and Communities</b>
<b>Division:</b>	<b>Service Improvement</b>
<b>Unit/Section:</b>	<b>Integrated Youth Services (IYS)</b>
<b>Grade:</b>	<b>JNC Professional Grade 22 – 25</b>
<b>Responsible to:</b>	<b>Area Youth Officer</b>

### **PURPOSE OF THE JOB:**

- 1.1 The post will be based at the partner school and reflects the collaborative working between the partner school and Integrated Youth Services and will be part of the Area IYS Team.
- 1.2 40% of the Community Youth Tutor (CYT) time will be undertaken at the direction of the partner school and 60% with IYS when the (CYT) will be responsible for comprehensive face to face youth work curriculum delivery to young people, including after-school clubs and evening youth work.
- 1.3 The CYT will be a member of the Area IYS Team lead by the Area Youth Officer (AYO) and the teaching staff of the school.

### **MAIN DUTIES:**

- 2.1 Manage and oversee the delivery of an appropriate youth work curriculum-led service to young people in the partner school and local community, maximising the potential of the staff, facilities, equipment and other resources for the benefit of young people. The curriculum offer must take account of the requirement to secure recorded and accredited outcomes for young people in line with Service targets.
- 2.2 Undertake aspects of work within the partner school timetable under the direction of the relevant school manager.
- 2.3 Overall the CYT will engage in regular face to face work with young people for a minimum of 60% of work time.
- 2.4 Actively promote equal opportunities through all aspects of the role, ensuring inclusive youth work which celebrates the diversity of all young people.
- 2.5 Line manage Youth Work staff in the project. Arrange regular supervision meetings with those staff for whom the CYT is responsible, and support

their work by clearly defining and monitoring targets, and conducting annual appraisals.

- 2.6 Ensure effective communication links are developed and maintained with the school, the wider community and local partners, liaising with these groups to support the development of youth work in the local area.
- 2.7 Ensure that a high quality curriculum - including residential work, international education and holiday programmes - is fully incorporated into the programme of work within all projects for whom the CYT is responsible.
- 2.8 Promote the active participation of young people in the design, delivery and evaluation of the projects that the CYT is directly responsible for, and with all partner agencies.
- 2.9 Establish and develop productive relationships and partnerships with other agencies and voluntary and commissioned youth organisations as appropriate.

## **FINANCIAL**

- 3.1 Comply with the financial and budget management standards and procedures detailed within the County Council's Financial Handbook and the Statement of Accountability for your budget.
- 3.2 Ensure that all staff for which the CYT is responsible know of and follow the procedures required of them in accordance with the documents stated above.

## **GENERAL**

- 4.1 Comply with all KCC and IYS Policies; ensure all project staff are aware of these Policies and work within them.
- 4.2 Support the ethos of the partner school in relation to its policies for teaching and learning.
- 4.3 The CYT will receive an annual performance appraisal jointly undertaken by the relevant school manager and the AYO.
- 4.4 Undertake such other relevant duties as directed by the Head of Integrated Youth Services, but reduce existing responsibilities as necessary.
- 4.5 This Job Description is provided to assist the post holder to know their principal duties. It may be amended from time to time in consultation with the post holder, but without change to the level of responsibility appropriate to the grading of the post.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
Senior Youth Work Practitioner

Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
Area Youth Officer

# Kent County Council

## Person Specification: **Community Youth Tutor**

The following outlines the minimum criteria for this post. Applicants who have a disability and who meet the minimum criteria will be short listed.



Applicants should describe and evidence in their application how they meet these criteria.

	<b>MINIMUM</b>
<b>QUALIFICATIONS</b>	JNC Qualified Youth Worker or equivalent degree-level professional qualification in working with young people.
<b>EXPERIENCE</b>	<p>Experienced and skilled in working with groups at a face to face level in a range of youth work settings</p> <p>Working in partnership with young people</p> <p>Working in partnership with other agencies</p> <p>Working with young people from diverse groups, cultures and lifestyles</p> <p>Experience of managing &amp; supervising staff</p> <p>Experience of budget and resource management.</p> <p>Experience of positively promoting the views, rights and image of young people</p>
<b>SKILLS AND ABILITIES</b>	<p>Ability to work effectively with young people and colleagues at all levels and to build effective partnerships internally and externally</p> <p>Ability to plan, deliver and evaluate youth work programmes including recording and accrediting young peoples achievements</p> <p>Ability to build relationships with young people on equal terms whilst maintaining professional boundaries</p> <p>Excellent interpersonal skills and a good team player</p> <p>Ability to effectively manage, motivate and part time members of staff</p> <p>Ability to organise and prioritise workloads</p> <p>Able to work on own initiative</p> <p>Ability to manage budgets and resources</p>



	<p>Show diplomacy when liaising with multi-agency partners</p> <p>Communicate effectively using a variety of methods including report writing to a high standard</p> <p>Be aware of the specific needs of young people from minority communities; how their culture impacts upon them and the communities in which they live</p> <p>Demonstrate behaviours which promote a positive role model for colleagues and agencies within the area</p> <p>An ability to travel on a regular basis between sites across the county, at all times of the day and night</p>
<p><b>KNOWLEDGE</b></p>	<p>Of Health and Safety and Child Protection issues in youth work settings</p> <p>Of how adults and young people learn</p> <p>Of current legislation and policy trends affecting work with young people.</p> <p>Knowledge and understanding of the contemporary youth work curriculum</p> <p>Knowledge of diversity and equal opportunities issues in relation to both staff and young people</p>

# Kent County Council

## Job Description: ***Street-Based Youth Worker***

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<b>Directorate:</b>	<b>Customer and Communities</b>
<b>Division:</b>	<b>Service Improvement</b>
<b>Unit/Section:</b>	<b>Integrated Youth Services (IYS)</b>
<b>Grade:</b>	<b>JNC Professional Range 19 – 22</b>
<b>Responsible to:</b>	<b>Senior Youth Work Practitioner</b>

### **PURPOSE OF JOB:**

- 1.1 To deliver street-based youth work within the District / Borough.
- 1.2 In liaison with the Area Youth Officer (AYO) and Senior Youth Work Practitioner (SYWP), respond to the unmet needs of young people within the district / borough, working in partnership with voluntary and community sector partners as well as commissioned providers.

### **MAIN DUTIES:**

- 2.1 Deliver an appropriate curriculum-led service to young people maximising the potential of the staff, facilities, equipment and other resources for the benefit of young people. The curriculum offer must take account of the requirement to secure recorded and accredited outcomes for young people in line with Service targets.
- 2.2 Engage in regular face to face work with young people for a minimum of 70% of work time.
- 2.3 Actively promote equal opportunities through all aspects of the role, ensuring inclusive youth work which celebrates the diversity of all young people.
- 2.4 Line manage Youth Work staff in the Street-Based project. Arrange regular supervision meetings with those staff for whom the postholder is responsible, and support their work by clearly defining and monitoring targets, ensuring access to training and conducting annual appraisals.
- 2.5 In liaison with the SYWP, produce an annual updated community profile and action plan for the delivery of the work of the project. Review performance against this on a regular basis with the SYWP.
- 2.6 Ensure that a high quality curriculum - including residential work, international education and holiday programmes - is fully incorporated into the programme of work.

- 2.7 Promote the active participation of young people in the design, delivery and evaluation of the projects that the Street-based worker is directly responsible for, and with all partner agencies.
- 2.8 Establish and develop productive relationships and partnerships with other agencies as well as local voluntary and commissioned youth organisations as appropriate.
- 2.9 Build on existing established and developing specialist areas of work, relationships and partnerships, as appropriate and in consultation with the Area Management Team. This might include, but is not confined to, work with Community Safety Teams and Young People from Minority Ethnic Communities.

**FINANCIAL:**

- 3.1 Comply with the financial and budget management standards and procedures detailed within the County Council's Financial Handbook and the Statement of Accountability for your budget.
- 3.2 Ensure that all staff for which the Street-based worker is responsible know of and follow the procedures required of them in accordance with the documents stated above.

**GENERAL:**

- 4.1 Comply with all KCC and IYS Policies; ensure all project staff are aware of these Policies and work within them.
- 4.2 Undertake such other relevant duties as directed by the Head of Integrated Youth Services, but reduce existing responsibilities as necessary.
- 4.3 This job description is provided to assist the post holder to know their principal duties, which will require regular evening, weekend and school holiday working. It may be amended from time to time in consultation with the Street-based worker without change to the level of responsibility appropriate to the grading of the post.
- 4.4 This Job Description will be reviewed annually in order to evaluate working practices.

Signed (Job Holder) \_\_\_\_\_ Date \_\_\_\_\_

Signed (Line Manager) \_\_\_\_\_ Date \_\_\_\_\_

# Kent County Council

## Job Description: ***Street-based Youth Worker***

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The following outlines the Minimum criteria for this post. Applicants who have a disability and who meet the minimum criteria will be shortlisted.



Applicants should describe in their application how they meet these criteria.

	<b>MINIMUM</b>
<b>QUALIFICATIONS</b>	JNC Qualified Youth Worker or equivalent degree-level professional qualification in working with young people.  Evidence of continuing professional development
<b>EXPERIENCE</b>	Effective experience working directly with groups of young people delivering a curriculum based programme  Working with young people from diverse groups, cultures and lifestyles  Working in partnership with young people  Working in partnership with other agencies  Experience of positively promoting the views, rights and image of young people  Experience of managing and supervising staff
<b>SKILLS AND ABILITIES</b>	Work with young people, especially young people from difficult or disadvantaged situations.  Ability to plan, deliver and evaluate youth work programmes including recording and accrediting young peoples achievements  Excellent interpersonal skills and a good team player  Recruit, support and lead a team of part-time workers  Ability to organise and prioritise own workload  Able to work on own initiative  IT literate  Ability to communicate effectively in a variety of ways to a variety of audiences

	<p>Work with other agencies including borough and parish councils, occasionally with senior officers or council members</p> <p>Show diplomacy when liaising with multi-agency partners</p> <p>Be able to build relationships with young people on equal terms whilst maintaining professional boundaries</p> <p>Be aware of the specific needs of young people from minority communities; how their culture impacts upon them and the communities in which they live</p> <p>Access various parts of the area, some of which are in rural locations, with limited public transport for both day and evening sessions.</p> <p>Demonstrate behaviours which promote a positive role model for colleagues and agencies within the area</p>
<p><b>KNOWLEDGE</b></p>	<p>Of current legislation and policy trends affecting work with young people.</p> <p>Of Health and Safety and Child Protection especially as it relates to street-based work</p> <p>Knowledge and understanding of the contemporary youth work curriculum</p> <p>Knowledge of diversity and equal opportunities issues in relation to both staff and young people</p>

# Kent County Council

## Job Description: ***Youth Worker***

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<b>Directorate:</b>	<b>Customer and Communities</b>
<b>Division:</b>	<b>Service Improvement</b>
<b>Unit/Section:</b>	<b>Integrated Youth Services (IYS)</b>
<b>Grade:</b>	<b>JNC Professional Range 17-20 pro rata 18.5 hours per week</b>
<b>Responsible to:</b>	<b>Senior Youth Work Practitioner</b>

### **PURPOSE OF JOB:**

- 1.1 To assist with the delivery of high quality youth work within the District Youth Work Hub.
- 1.2 In liaison with the Senior Youth Work Practitioner (SYWP), respond to the needs of young people within the district / borough, working in partnership with voluntary and community sector partners as well as commissioned providers.

### **MAIN DUTIES:**

- 2.1 Assist in delivering an appropriate curriculum-led service to young people maximising the potential of the staff, facilities, equipment and other resources for the benefit of young people. The curriculum offer must take account of the requirement to secure recorded and accredited outcomes for young people in line with Service targets.
- 2.2 Engage in regular face to face work with young people for a minimum of 80% of work time.
- 2.3 Actively promote equal opportunities through all aspects of the role, ensuring inclusive youth work which celebrates the diversity of all young people.
- 2.4 Deputise for the Senior Youth Work Practitioner in leading the staff team and running programmes at the Hub in their absence.
- 2.5 Ensure that a high quality curriculum - including residential work, international education and holiday programmes - is fully incorporated into the programme of work.
- 2.6 Actively promote the participation of young people in the design, delivery and evaluation of the project that the Youth Worker is directly involved in running.

- 2.7 Assist in the promotion and running of Youth Forums designed to encourage the active participation of young people, in collaboration with, and in support of, the District or Borough Council. Ensure that young people's voice is heard at Youth Advisory Groups and other meetings of influence.
- 2.8 Maintain productive relationships and partnerships with other agencies as well as local voluntary and commissioned youth organisations as appropriate.

**FINANCIAL:**

- 3.1 Comply with the financial and budget management standards and procedures detailed within the County Council's Financial Handbook and the Statement of Accountability for any budget or resources you may control.
- 3.2 Ensure that all staff in the project know of and follow the procedures required of them in accordance with the documents stated above.

**GENERAL:**

- 4.1 Comply with all KCC and IYS Policies; ensure all project staff are aware of these Policies and work within them.
- 4.2 Undertake such other relevant duties as directed by the Head of Integrated Youth Services, but reduce existing responsibilities as necessary.
- 4.3 This job description is provided to assist the post holder to know their principal duties, which will require regular evening, weekend and school holiday working. It may be amended from time to time in consultation with the Youth Worker without change to the level of responsibility appropriate to the grading of the post.
- 4.4 This Job Description will be reviewed annually in order to evaluate working practices.

Signed (Post Holder) \_\_\_\_\_ Date \_\_\_\_\_

Signed (Line Manager) \_\_\_\_\_ Date \_\_\_\_\_

# Kent County Council

## Person Specification: **Youth Worker**

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The following outlines the Minimum criteria for this post. Applicants who have a disability and who meet the minimum criteria will be shortlisted.



Applicants should describe in their application how they meet these criteria.

	<b>MINIMUM</b>
<b>QUALIFICATIONS</b>	<p>JNC Qualified Youth Worker or equivalent degree-level professional qualification in working with young people.</p> <p>Evidence of continuing professional development</p>
<b>EXPERIENCE</b>	<p>Effective experience working directly with groups of young people delivering a curriculum based programme</p> <p>Working with young people from diverse groups, cultures and lifestyles</p> <p>Working in partnership with young people</p> <p>Working in partnership with other agencies</p> <p>Experience of positively promoting the views, rights and image of young people</p> <p>Experience of managing and supervising staff</p>
<b>SKILLS AND ABILITIES</b>	<p>Work with young people, especially young people from difficult or disadvantaged situations.</p> <p>Ability to plan, deliver and evaluate youth work programmes including recording and accrediting young peoples achievements</p> <p>Excellent interpersonal skills and a good team player</p> <p>Support and lead a team of part-time workers</p> <p>Ability to organise and prioritise own workload</p> <p>Able to work on own initiative</p> <p>IT literate</p> <p>Ability to communicate effectively in a variety of ways to a variety of audiences</p> <p>Work with other agencies including borough and parish councils, occasionally with senior officers or council members</p>



	<p>Show diplomacy when liaising with multi-agency partners</p> <p>Be able to build relationships with young people on equal terms whilst maintaining professional boundaries</p> <p>Be aware of the specific needs of young people from minority communities; how their culture impacts upon them and the communities in which they live</p> <p>Access various parts of the district, some of which are in rural locations, with limited public transport for both day and evening sessions.</p> <p>Demonstrate behaviours which promote a positive role model for colleagues and agencies within the area</p>
<p><b>KNOWLEDGE</b></p>	<p>Of current legislation and policy trends affecting work with young people.</p> <p>Of Health and Safety and Child Protection especially as it relates to youth work</p> <p>Knowledge and understanding of the contemporary youth work curriculum</p> <p>Knowledge of diversity and equal opportunities issues in relation to both staff and young people</p>

Job Description: ***Part-Time Youth Support Worker in Charge***

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<b>Directorate:</b>	<b>Customer and Communities</b>
<b>Division:</b>	<b>Service Improvement</b>
<b>Unit/Section:</b>	<b>Integrated Youth Services (IYS)</b>
<b>Grade:</b>	<b>JNC Range 9-12 (pro rata)</b>
<b>Responsible to:</b>	<b>Youth Worker in charge of Project</b>

**PURPOSE OF JOB:**

- 1.1 To assist the Youth Worker in charge of the project with the development and delivery of a high quality youth work curriculum of activities.
- 1.2 To lead the part-time youth support worker teams in the delivery of youth work activities in the absence of the Youth Worker in Charge of the Project.

**MAIN DUTIES:**

- 2.1 Assist in delivering an appropriate curriculum-led service to young people maximising the potential of the staff, facilities, equipment and other resources for the benefit of young people.
- 2.2 Engage in regular face to face work with young people for a minimum of 80% of work time.
- 2.3 Actively promote equal opportunities through all aspects of the role, ensuring inclusive youth work which celebrates the diversity of all young people.
- 2.4 Lead the Youth Work team in the preparation of activities, equipment and facilities as required and in the overall running of the provision.
- 2.5 Ensure that a high quality curriculum - including residential work, international education and holiday programmes - is fully incorporated into the programme of work.
- 2.6 Actively promote the participation of young people in the design, delivery and evaluation of the curriculum delivery within the project.
- 2.7 Where required line manage part-time Youth Support Work staff within the project, arranging regular supervision meetings and support their work by setting targets agreed with the Youth Worker in Charge of the project .

- 2.8 Undertake training as required for the job role.
- 2.9 Attend Project and Area staff meetings as required.

**FINANCIAL:**

- 3.1 Undertaking basic financial administration ensuring compliance with the financial and budget management standards and procedures detailed within the County Council's Financial Handbook.
- 3.2 Ensure that all staff for which the Part-Time Youth Support Worker in Charge is responsible know of and follow the procedures required of them in accordance with the documents stated above.

**GENERAL:**

- 4.1 Comply with all KCC and IYS Policies; ensure all project staff are aware of these Policies and work within them.
- 4.2 Undertake such other relevant duties as directed by the Head of Integrated Youth Services, but reduce existing responsibilities as necessary.
- 4.3 This job description is provided to assist the post holder to know their principal duties, which will require regular evening, weekend and school holiday working. It may be amended from time to time in consultation with the Youth Worker without change to the level of responsibility appropriate to the grading of the post.

Signed (Post Holder) \_\_\_\_\_ Date \_\_\_\_\_

Signed (Line Manager) \_\_\_\_\_ Date \_\_\_\_\_

# Kent County Council

## Person Specification: ***Part-Time Youth Support Worker in Charge***

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The following outlines the Minimum criteria for this post. Applicants who have a disability and who meet the minimum criteria will be shortlisted.



Applicants should describe in their application how they meet these criteria.

	<b>MINIMUM</b>
<b>QUALIFICATIONS</b>	Level 2 Working with young people Leader in Charge training or willingness to study
<b>EXPERIENCE</b>	Experience of working with young people in a youth work setting Experience of delivering curriculum based youth work activities Experience of leading small teams of staff
<b>SKILLS AND ABILITIES</b>	Ability to develop positive relationships with young people from a range of backgrounds whilst maintaining appropriate boundaries Ability to plan and deliver engaging and fun youth work activities Ability to engage young people in activities which promote positive personal and social development Ability to work with young people sensitively and confidentially Ability to work with as part of a team Skills in a curriculum area such as sports, recreation, creative arts, personal development, IT or information and advice.
<b>KNOWLEDGE</b>	Understanding of current issues affecting young people Knowledge and understanding of other agencies engaged in work with young people Equality of opportunity and diversity within the local community

# Kent County Council

## Job Description: ***Part-Time Youth Support Worker***

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<b>Directorate:</b>	<b>Customer and Communities</b>
<b>Division:</b>	<b>Service Improvement</b>
<b>Unit/Section:</b>	<b>Integrated Youth Services (IYS)</b>
<b>Grade:</b>	<b>JNC Range 1-4 (pro rata) if undertaking qualification JNC Range 5-8 (pro rata) on completion of qualification</b>
<b>Responsible to:</b>	<b>Youth Worker in charge of Project</b>

### **PURPOSE OF JOB:**

- 1.1 To assist the Youth Worker in charge of the project with the development and delivery of a high quality youth work curriculum of activities.

### **MAIN DUTIES:**

- 2.1 Assist in delivering an appropriate curriculum-led service to young people maximising the potential of the staff, facilities, equipment and other resources for the benefit of young people.
- 2.2 Engage in regular face to face work with young people for a minimum of 80% of work time.
- 2.3 Actively promote equal opportunities through all aspects of the role, ensuring inclusive youth work which celebrates the diversity of all young people.
- 2.4 Assist the Youth Work team in the preparation of activities, equipment and facilities as required and in the overall running of the provision.
- 2.5 Support the Youth Work team in the delivery of residential work and holiday programmes as required.
- 2.6 Actively promote the participation of young people in the design, delivery and evaluation of the curriculum delivery within the project.
- 2.7 Undertake training as required for the job role.
- 2.8 Attend Project and Area staff meetings as required.

### **FINANCIAL:**

- 3.1 Undertaking basic financial administration ensuring compliance with the financial and budget management standards and procedures detailed within the County Council's Financial Handbook.

**GENERAL:**

- 4.1 Comply with all KCC and IYS Policies; ensure all project staff are aware of these Policies and work within them.
- 4.2 Undertake such other relevant duties as directed by the Head of Integrated Youth Services, but reduce existing responsibilities as necessary.
- 4.3 This job description is provided to assist the post holder to know their principal duties, which will require regular evening, weekend and school holiday working. It may be amended from time to time in consultation with the Youth Worker without change to the level of responsibility appropriate to the grading of the post.

Signed (Post Holder) \_\_\_\_\_ Date \_\_\_\_\_

Signed (Line Manager) \_\_\_\_\_ Date \_\_\_\_\_

# Kent County Council

## Person Specification: ***Part-Time Youth Support Worker***

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The following outlines the Minimum criteria for this post. Applicants who have a disability and who meet the minimum criteria will be shortlisted.



Applicants should describe in their application how they meet these criteria.

	<b>MINIMUM</b>
<b>QUALIFICATIONS</b>	Level 2 Working with young people, equivalent qualification or willingness to study
<b>EXPERIENCE</b>	None necessary, just a willingness to learn and develop
<b>SKILLS AND ABILITIES</b>	<p>Ability to develop positive relationships with young people from a range of backgrounds whilst maintaining appropriate boundaries</p> <p>Ability to engage young people in activities which promote positive personal and social development</p> <p>Ability to work with young people sensitively and confidentially</p> <p>Ability to work with as part of a team</p> <p>Skills in a curriculum area such as sports, recreation, creative arts, personal development, IT or information and advice.</p>
<b>KNOWLEDGE</b>	<p>Understanding of current issues affecting young people</p> <p>Knowledge and understanding of other agencies engaged in work with young people</p> <p>Equality of opportunity and diversity within the local community</p>