



## **LEEDS CITY COUNCIL - JOB DESCRIPTION**

**Directorate:** Children and Families

**Service Area:** One Adoption West Yorkshire (hosted by Leeds City Council)

**Job Title:** Youth Development Practitioner Casual

**Grade:** C1

**Responsible To:** Team Manager

**Responsible For:**

**Conditions of Service:** NJC Conditions apply

### **CORE VALUES, AMBITIONS AND GOALS FOR ONE ADOPTION WEST YORKSHIRE AND CHILDREN'S SERVICES EMPLOYEES**

As an adoption agency our Ambition is to be the best regional adoption agency in the UK

Our behaviours will be influenced by our values of;

- Working as a Team for One Adoption West Yorkshire and Leeds
- Being Open, Honest & Trusted
- Working with Communities
- Treating People Fairly
- Spending Money Wisely

### **One Adoption West Yorkshire**

#### **Our Vision**

We want One Adoption to be a Child Friendly agency and are committed to ensuring that children and young people;

- are safe from harm
- do well at school and are ready for work
- choose healthy lifestyles
- have fun growing up, and
- are active citizens who feel they have voice and influence

#### **Our goals**

We believe that every One Adoption West Yorkshire and Children's Services employee can make a contribution to make our vision a reality and we encouraged everyone to work as part of the agency team to shape children and family centred local services based on our priorities of ;

- helping children to live in safe and supportive families
- ensuring that we protect the most vulnerable
- encouraging activity and healthy eating
- improving support where there are additional health needs
- promoting sexual health
- readiness for school

- improving behaviour, attendance and achievement
- reducing the numbers of young people who are not in employment, education or training
- providing opportunities for play, leisure, culture and sporting opportunities
- reducing youth crime and anti-social behaviour
- increasing participation, voice and influence

## **SPECIAL CONDITIONS**

This post is subject to a higher level check with the Disclosure & Barring Service. Please note that a criminal record will not necessarily be a bar to obtaining employment; this will depend on the circumstances and background to any offence. References for this post will be taken up at the shortlisting stage and candidates will not be interviewed without two appropriate, professional referees including the most current/most recent employer

### **Job Purpose:**

To lead on the delivery of youth work/youth work projects, focusing on leadership of professional practice and on developing and raising standards of services. To ensure that the planning, delivery, monitoring and evaluation of Youth Work programmes are responsive to the needs of young people and are in line with One Adoption West Yorkshire's priorities.

We are committed to the safeguarding and promoting the welfare of children, young people and vulnerable adults. We promote diversity and want a workforce that reflects the population of Leeds. Prior to the Interview we will request your References. Failure to obtain both references will result in your interview being withdrawn.

### **Responsibilities:**

Work directly with adopted children and young people to develop and maintain relationships to help identify their starting points, needs and aspirations

To deliver youth groups alongside other OAWY staff

To develop and co-deliver the peer group offer to adopted children and young people across the West Yorkshire region

Make a contribution to the improvement of the services' offer to adopted young people and create opportunities for innovation

To work in partnership to assess needs, provide and evaluate, a well-planned and resourced programme of activities and services for adopted children and young people using youth work methodology

To ensure adopted children and young people participate in designing, delivering and reviewing their programmes and their involvement at governance level where possible

To undertake research with adopted children and young people and other stakeholders to develop the Service's ability to effectively respond to the changing environment and key priorities

To contribute to the service's staff development programme through facilitating appropriate training opportunities, forums and/or the dissemination of good practice in youth provision

To explore partnerships and develop them to improve outcomes for adopted children and young people

Act as a mentor, coach and role model for other practitioners in order to help develop and broaden their professional practice

To work with other community provision to ensure appropriate facilities for group work

To provide written updates and plans for service delivery to the management team where needed

To use a Restorative Practice approach as an overarching ethos

To ensure compliance with safeguarding procedures and make clear that the safeguarding of children and the promotion of their welfare is given absolute priority in all activities.

To be aware of and adhere to Leeds City Council Health and Safety Policy being responsible for your own health and safety whilst at work and that of your colleagues and service users.

To work within all relevant policies, procedures and systems established corporately or locally and to support the Council's Equal Opportunities Policies

To carry out duties in accordance with the Council Values and culture

To undertake other duties as may be requested of the post holder that is commensurate with their level of responsibility and skills.

**Qualifications:** JNC recognised level 4 Youth Work qualification

**PERSONAL SPECIFICATION ESSENTIAL REQUIREMENTS:** It is essential that the Candidate should be able to demonstrate the following criteria for the post within the context of the specific role duties and responsibilities: Candidates will only be shortlisted for interview if they can demonstrate on the application form that they meet all the essential requirements.

Method of Assessment will be through one or more of the following Application Form, Test, Interview or Certificate.

### **Skills Required**

- Able to work effectively with adopted children and young people in groups and secure their commitment to achieving learning outcomes
- Ability to audit young people's needs and plan and deliver a corresponding youth work curriculum
- Ability to communicate effectively with the voluntary sector, other agencies and the local community in order to develop initiatives and services for young people
- Able to work with young people to safeguard their welfare
- Ability to effectively deploy available resources to ensure optimum benefit to young people
- Ability to effectively manage conflict
- Ability to plan and organise own workload with minimal supervision
- Able to lead on responding to immediate health & safety issues
- Ability to communicate effectively with people at all levels including written and verbal skills
- Ability to work on own initiative and as part of a team
- Ability to disseminate Youth Work knowledge and develop skills of social work team
- Reliable, flexible and dependable

### **Knowledge Required**

- An in depth understanding of the issues which concern adopted children and young people today
- A knowledge of the voluntary sector, other agencies and the local community
- A basic awareness of child care legislation including The Adoption Services National Minimum Standards.
- Understanding of the work of other key agencies and links to social work practice.
- JNC recognised level 4 Youth Work qualification
- Of child protection and welfare issues
- Of local and national policies and their relationship to Youth Work
- Of Health & Safety issues affecting all activities within the posts remit
- Good working knowledge and understanding of Outcome Based Accountability (OBA), Restorative practice and Child Friendly City priorities

### **Experience Required**

- Of working within a range of diverse communities, including with adopted children/young people
- Of strategic development of face-to-face practice and initiatives within young people's Services
- Of substantial experience of working with young people in a diverse range of youth work environments
- Of enabling young people to work effectively in groups

Of effectively planning youth work sessions with young people linked to Children's Services priorities and targets

Of effectively record and evaluate youth work sessions, produce reports within specific timescales

**Behavioural & other Characteristics required**

A commitment to Equal Opportunities in all work practices

Willingness and ability to work flexibly including weekend, early morning and evening work as necessary

Be prepared to seek advice where necessary

An appreciation and commitment to Health and Safety issues in the workplace

Conscientious, honest and reliable

Positive view of adopted children and young people and a commitment to a young person-centred approach

Committed to continuous improvement.

**DESIRABLE REQUIREMENTS:** It is essential that the Candidate should be able to demonstrate the following criteria for the post within the context of the specific role duties and responsibilities: Candidates will only be shortlisted for interview if they can demonstrate on the application form that they meet all the essential requirements

**Skills Required**

N/A

**Knowledge Required**

N/A

**Experience Required**

N/A

**Behavioural & other Characteristics required**

N/A

**Job Description Content Prepared / Reviewed by:**

Rhian Beynon - Service Delivery Manager

Date: July 2020