

Job Description



Job Title: Youth Work Practitioner	Division: Youth Empowerment	
Directorate: Education, Achievement and Inclusion	Post Number:	Evaluation Number: 1113
Grade: JNC Ranges 12 – 13 unqualified 14-17 qualified Level 3 Career grade progression: 18-19	Date last updated: 22 nd January 2024	

People at the heart of everything we do

We are committed to putting people – Newham residents and Council staff – at the heart of all we do. Our approach is a collaborative joint enterprise between residents, the Mayor, Members, Council staff and the Corporate Management Team.

Equality and diversity

We are committed to and champion equality and diversity in all aspects of employment with the London Borough of Newham. All employees are expected to understand and promote our Equality and Diversity policy in the course of their work.

Protecting our staff and services

Adherence to health and safety requirements and proper risk management is required from all employees in so far as is relevant to their role. All employees are expected to understand and promote good health and safety practices and manage risks appropriately.

Corporate parent

Every member of staff working for Newham Council should understand and fulfil our corporate parenting responsibilities for our looked after children that we have under the Children and Social Work Act 2017.

Overall Purpose of Job

The London Borough of Newham has expanded its youth services. It is our intention that children and young people within the borough will have access to the best Youth Service in London.

Working to a remit set by a Senior Youth Work/Participation/Detached/Intensive Practitioner, post holders will be responsible for supporting the delivery of Newham's universal and targeted youth services, providing young people with

Youth Work Practitioner

practical support, mentoring, learning, information and guidance that equips them with the skills and capabilities they will require as they transition into adulthood. Specifically, the post holder will be responsible for:

1. Inputting into the development of Newham's Youth Empowerment Service Curriculum.
2. Delivering innovative approaches to engaging young people in shaping and participating in the activities offered as part of the Youth Empowerment Service Curriculum.
3. Supporting the Senior Youth Work Practitioners in developing, delivering and reviewing relevant elements of the youth offer (centre-based, outreach and detached), ensuring value for money and that Youth Empowerment Service activity directly enhances the life chances of young people.
4. Alongside partners, delivering targeted activities for individuals/groups in need of particular support, including prioritising support for young people with multiple needs and facing barriers to participating in universal provision.
5. If the post holder does not already have a JNC recognised qualification in Youth Work at Level 3 or above, they are required to undertake a Level 3 Youth Work qualification;

Role Context Youth Work Practitioner.

1. The post holders have no budget management responsibilities.
2. The post holders will have no formal line management responsibilities but depending upon their grade and experience, they may be asked to oversee the work of students and volunteers who play an active role in delivering Newham's Youth Empowerment Service offer.
3. If the post holder does not hold a Level 3 or above qualification in youth work they will be expected to complete a Level 3 qualification in Youth Work within 18 months from first date of employment Youth Empowerment Services will arrange and pay for the training.

Accountabilities:

1. To participate in the needs analysis, design and delivery of a co-designed universal and targeted 'Youth Offer' to young people in Newham that provides a varied and inclusive range of activities that promote wellbeing and independence and enable young people to play an active role within their community.
2. To work with council colleagues, with other organisations and with young people and their families to ensure that Youth Empowerment Services are fully integrated with other elements of Newham's Prevention and Early Help approach.

Youth Work Practitioner

3. To form positive relationships with young people and young peoples' representative groups to ensure that the universal and targeted youth offer remains relevant, credible and impactful.
4. To participate in the development and effective delivery of Newham's Youth Empowerment Services Curriculum.
5. To deliver practical and impactful universal and targeted youth work, as part of Newham's Youth Empowerment Service Curriculum, in a 'Youth Zone', outreach and/or detached setting, that meets the needs of local young people, the needs identified by local partners (e.g. a school, a local Early Help Team, the local youth providers network), and service requirements.
6. To work intensively with identified young people and their families, offering targeted support and linking to other intervention and support provided by the Council/partners, and sharing information/co-ordinating activity in accordance with information sharing guidelines, at all times placing the young person and their family at the heart of everything we do.
7. To create environments for young people to empower themselves to support with co-designing programmes of activity to be delivered through Newham's Youth Empowerment Service.
8. To support the Senior Youth Work Practitioner in managing the building, promoting and facilitating successful partnership working across all sectors by creating and maintaining appropriate relationships within the post holder's designated geographical area, including the local community, young people and families, Faith Groups, Community and Voluntary organisations and other Statutory bodies. To ensure the delivery of more cost effective and valued services.
9. To deliver programmes designed with and aimed at young people with multiple needs and facing barriers to participating in universal provision.
10. To raise levels of participation in activities offered by the Youth Empowerment Service, including delivering specific focussed support to children and young people who are LGBTQIA+, young carers, children and young people with special educational needs and disabilities, and those who are care experienced to enable them to take advantage of Youth Empowerment Service offer.
11. To signpost young people to appropriate information, advice and guidance, and to refer young people to other organisations should the support available through those organisations be of interest to them.
12. To ensure that participation levels and satisfaction data relating to Youth Empowerment Services is appropriately captured.
13. To implement Youth Empowerment Service's evaluation plan.

Youth Work Practitioner

14. To ensure that information on any identifiable young person is appropriately recorded alongside other case files and is handled and shared in accordance with all relevant local policies, and legislation and regulations.

15. To participate in the development of youth work across Youth Empowerment Service as a whole, and with partner organisations, highlighting expected standards, contributing to the provision of training, advice and support to enhance the impact of youth provision across the borough.

16. To advocate for young people, and to champion their views to the Council and beyond, playing an active role in ensuring that young people and their families are at the heart of everything we do and are effectively supported to meet their goals.

17. To participate in campaigns and initiatives working with young people to address particular issues of importance to them.

18. Work with colleagues to ensure that young people are empowered and provided with opportunities to participate in the democratic process within Newham, and to support the effective operation of youth provider and young people's forums and networks.

19. To ensure that the needs of young people in Newham are met by modelling behaviour which fosters equality of opportunity in service provision.

20. To keep abreast of all relevant legislation relevant to the area and ensure all activity is compliant with any changes; and

21. To remain aware of responsibilities in relation to safeguarding, health and safety and risk assessment, and to operate in accordance with systems and processes that ensure compliance with national and local policies and procedures.

22. If the post holder does not already possess a Level 3 or higher qualification in Youth Work, they are required to successfully complete a Level 3 Youth Work qualification, within 18 months from first date of employment. Youth Empowerment Service will arrange and pay for the training. The equivalent of up to one day per week (according to course requirements) will be made available/allocated to the post holder to undertake the training.

23. If the post holder is unqualified they will receive pay based on JNC scale point 12 to 13. However, once they attain a Level 3 or higher qualification in youth work, their pay scale will be upgraded to JNC 14 to 17.

Progression

All post holders will be expected to work with children and young people to fulfil the duties of this post.

In accordance with the London Borough of Newham's JNC Career Progression Scheme, progression through the grades attached to this post will be dependent upon the level and impact of the duties undertaken by the post holder.

Politically Restricted Post

This post is politically restricted and as such the post holder must refrain from being a candidate for election, an election agent or sub agent, an officer of a political party, or sub-committee of such a party, or canvass, speak to the public at large, publish written or artistic work or display posters in support of a political party or sub group of such a party.

Youth Work Practitioner

Working pattern

In accordance with the JNC National Agreement, post holder working patterns will include work which:

- Is allocated fairly and reasonably according to the needs of the service locally
- Will not normally exceed 10 sessions per week
- Include no more than 8 evening sessions per fortnight

Newham Youth Empowerment Service work patterns routinely include at least 3 evening sessions per week

Person Specification

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IMPORTANT INFORMATION FOR APPLICANTS

The criteria listed in this Person Specification are all essential to the job. Where the Method of Assessment is stated to be the Application Form, your application needs to demonstrate clearly and concisely how you meet each of the criteria, even if other methods of assessment are also shown. If you do not address these criteria fully, or if we do not consider that you meet them, you will not be shortlisted. Please give specific examples wherever possible.

CRITERIA	METHOD OF ASSESSMENT
KNOWLEDGE: <ul style="list-style-type: none">• A good understanding of the issues affecting young people and the nature of the services available to them.• An understanding of the theory and practice of Youth Support Services – in such areas of work as: universal youth work provision, targeted youth work and young people's Information, Advice and Guidance services - within a multicultural setting.	Application Form/Test Application Form/Interview/Test

<ul style="list-style-type: none"> • An understanding of the barriers young people may face in periods of transition – e.g. school to school, school to college, school to work, home to independent living – and how Integrated Youth Support Services can provide support, services and programmes to help overcome those barriers • Understanding of relevant Health and Safety, child protection procedures. • Knowledge of Equal opportunities and anti-discriminatory practice and the capability to apply it to work with young people and communities. 	<p>Application Form/Interview</p> <p>Application Form/Interview/Test Application Form/Interview</p>
<p>QUALIFICATIONS:</p> <ul style="list-style-type: none"> • JNC 12-13: Minimum NVQ Level 2 or above in Youth & Community Work, or an equivalent young person centred national qualification relevant to this role and/or relevant evidenced experience. • JNC 14-17: Minimum Level 3 or above Youth & Community Work, or an equivalent young person centred national qualification. • Evidence of continuous professional development 	<p>Application Form/Documentation</p> <p>Application Form/Documentation</p>
<p>EXPERIENCE:</p> <ul style="list-style-type: none"> • Relevant evidenced experience of engaging young people from a wide range of backgrounds, including hard to reach groups. • Ability to plan, develop, deliver, monitor and evaluate programmes of informal and accredited learning based on the individual needs of young people either on a one-to-one basis or within a youth work setting. • Evidence of involving young people in service development, delivery and evaluation. • Evidence of working with partners, such as Parents & Carers, Faith, Community and Voluntary Groups and other services to deliver integrated services to young people. • Evidence of commitment to diversity issues within service delivery. 	<p>Application Form/Interview</p> <p>Application Form/Interview</p> <p>Application Form/Interview Application Form/Interview</p> <p>Application Form/Interview</p>
<p>SKILLS AND ABILITIES:</p> <ul style="list-style-type: none"> • Strong communication skills, verbal and written • Ability to assess young people's needs and plan, monitor and evaluate programmes to meet those needs. • Project planning and process management skills 12-13 – evidence of the ability to deliver under the direction of the relevant Team manager. 	<p>Application Form/Interview/Test Application Form/Interview</p> <p>Application Form/Interview</p>

<p>14-17 – evidence of the ability to take responsibility for project planning and process management within a relevant area of work.</p> <ul style="list-style-type: none"> The ability to prioritise workload effectively and undertake risk assessments as appropriate. 12-13 – the skills to support the completion of appropriate risk assessments. 14-17 – the skills to undertake a leading role in relation to local service delivery. Ability to work a flexible schedule underpinned by JNC conditions, comprising mainly of weekday afternoons and evenings with some weekend work. 	<p>Application Form/ Interview</p> <p>Application Form/ Interview</p>
<ul style="list-style-type: none"> Ability to discuss youth work curriculum and young people's IAG theory and how that can be delivered within Universal and Targeted Integrated Youth Support Services. Skills and ability in relation to ICT based data inputting to record work. Ability to undertake a Level 3 Youth Work Qualification if required. 	<p>Application Form/ Interview/Test</p> <p>Application Form/ Interview</p> <p>Application Form/ Interview Application Form/ Interview</p>
<p>PERSONAL STYLE AND BEHAVIOUR:</p> <ul style="list-style-type: none"> Demonstrates commitment to the public service and its partnership arrangements. Demonstrates sensitivity to the needs of a very diverse community and ideas of how best to meet those needs. Demonstrable commitment to anti oppressive practice Displays a high degree of integrity. Shows resilience and toughness under pressure. Shows energy, creativity, determination and a high drive for achievement. Shows sensitivity towards the needs of others. 	<p>Application Form/ Interview Application Form/Interview</p> <p>Application Form/ Interview Application Form/ Interview Application Form/ Interview Application Form/ Interview</p>
<p>OTHER SPECIAL REQUIREMENTS: This post is subject to an enhanced Disclosure and Barring Service (DBS) check This post is exempt from The Rehabilitation of Offenders Act (1974)</p>	<p>Satisfactory clearance at conditional offer stage Application Form</p>