

Job Description

Job Title	Youth and Community Worker Professional
Directorate	Children and Young People's Services
Service Area	Liverpool Youth Service
Grade	6
Competency Level	2
Salary	£35,412 – £39,862
Job Type	Hybrid
Location	Cunard Building
Disclosure and Barring Service (DBS)	Enhanced with Child Barred List (Child Workforce)
Job Evaluation Ref No	

Job Purpose

To work with young people both individually and in groups to enhance their skills, confidence and personal and social learning to improve their lives, family relationships and the communities in which they live.

To work with other agencies to maximise the resources and opportunities available for young people.

Directly Responsible For:

Part time staff – to direct and oversee their work

Directly Responsible To:

Senior Practitioner

Main Areas of Responsibility:

- To assist in and lead on the development and delivery of programmes of work with young people both group and individual
- To ensure the views and needs of young people are represented in the services and programmes that are delivered by Liverpool Youth Service and wider LCC services
- To record accurately all contact with and work undertaken with young people, maintaining appropriate records using the electronic recording system as required by Liverpool Youth Service
- To assess, plan and deliver interventions according to the needs of young people and their families
- To work with partners both statutory and voluntary and local communities to provide positive opportunities for young people
- Advocate for and represent young people in a variety of settings
- To support and work with the families of young people in contact with Liverpool Youth Service to enable them to address areas of concern and assist integration into mainstream statutory and voluntary services
- To ensure all programmes and activities are developed in line with the LCC commitment to equal opportunities and to provide non-discriminatory practice in all aspects of the work undertaken
- To contribute to the recruitment and training of volunteers
- To support the engagement of young people in local arrangements for youth provision
- The post holder will be required to undertake regular evening and weekend work

- The postholder will undertake such other duties as are discussed with and agreed by the line manager and which are commensurate with the grade and level of responsibility of the post
- To ensure that all functions are undertaken in accordance with the policies and procedures of Liverpool City Council
- This job description is not intended to be either prescriptive or exhaustive; it is issued as a framework to outline the main areas of responsibility at the time of writing
- Develop the City Council's commitment to equal opportunities and to promote non-discriminatory practices in all aspects of work undertaken
- The terms and conditions relating to this post are those of Liverpool City Council

Supervision and Management Responsibility:

- Ensuring activities are planned to include meaningful one to one conversations, quality annual appraisals and regular workforce planning and development
- Manages performance and behavioural issues effectively

Budget and Financial Responsibility:

- Being fully accountable for managing the council's resources well and complying with statutory requirements. This includes managing time, avoiding unnecessary waste, reuse and recycle resources to reduce personal impact
- Monitor financial performance and deliver within budget.
- Explores different options for funding and income generation

Social Value Responsibility:

- Drive for social value through all activities, ensuring wider social, economic and environmental benefits for the council, residents and communities

Physical Demands of the Job:

- The post holder will be required to travel to meetings as and when required

Corporate Responsibility:

- Contribute to the delivery of the Council Plan
- Delivering and promoting excellent customer service, externally and internally
- Commitment to customer excellence by dealing with customer feedback, including complaints, and learning from feedback in the drive for continuous improvement
- Making the council a great place to work, living the council's values, actively engaging in regular communications including team meetings, undertaking training as required and being responsible for managing own performance
- Develop the City Council's commitment to equal opportunities and to promote non-discriminatory practices in all aspects of work undertaken
- To ensure that all work functions are undertaken in accordance with health and safety legislation, codes of practice and the City Council's safety plan

Competency Framework:

We operate a competency framework, a set of core behaviours which define how we are expected to approach our work, how we perform in certain situations and how we treat each other. Each competency details the standards of behaviours and skills required by all staff and this in turn supports delivery of our aim and our council plans linking them together with our values.

The post holder will be required to demonstrate the ability to perform at the following competency level: **Level 2**.

[The competency framework can be found here.](#)

This job description is not intended to be either prescriptive or exhaustive. It is issued as a framework to outline the main areas of responsibility. You will be expected to carry out any other duties that may reasonably be required in line with your main duties and changing priorities of the organisation.

Person Specification

Assessment methods used: I = Interview, P = Presentation, A = Application, E = Exercise, T = Test, AC = Assessment Centre

Qualification and training

Essential

- A nationally recognised Youth and Community Qualification or equivalent (A)

Experience

Essential

- Experience of working with young people in a variety of settings (A, I)
- Experience of delivering group and individual programmes of work with young people (A, I)

Desirable

- Experience of working in a team and the ability to contribute to team and service developments

Skills/Abilities

Essential

- Understanding of risk and safeguarding issues for young people (A, I)
- Knowledge of and ability to apply LCC Child Protection procedures (A, I)
- Ability to communicate effectively with young people including those who display challenging behaviour (A, I)

- Good communication skills both written and verbal (A, I)

Desirable

- Ability to use electronic recording systems with a good level of administrative and organisational skills
- Excellent listening and assessment skills

Commitment

Essential

- A personal commitment to contributing to the effectiveness of services to young people and communities (A, I)
- A willingness to respond to changes in a positive manner and to proactively seek improvement to working practices (A, I)

Desirable

- An understanding of and a personal commitment to the Vision and Values of Liverpool City Council
- A commitment to continuous personal development and learning
- A commitment to ensure equality of opportunity for all young people

Other

Essential

- This post is subject to a Disclosure and Barring Service (DBS) check at the appropriate level