

PERSONNEL SPECIFICATION

POST: Centre Based Youth Worker II (JNC level pts 20-23 £27,399 - £29,920 per annum (under review))

LOCATION: St Patrick's Youth Club, Killicomaine, Portadown

REF NUMBER: Y10005

	Essential Criteria (Minimum)	Desirable Criteria (Subject to enhancement at the determination of the panel)
1. Qualifications	Professional Youth Work qualification in accordance with JNC requirements.	
2. Experience	Experience in promoting the participation of young people. Experience of working with young people aged 14 plus.	A minimum of 1 year's experience within the last 5 years in a Youth Work setting in either a full-time or substantial part-time post (20 plus hours per week).
3. Knowledge	Knowledge of the Youth Service curriculum.	
4. Skills	Ability to design, deliver and evaluate programmes for groups of young people. Ability to work with young people in a group work setting; Initiative and ability to plan and develop own work. Ability to communicate effectively.	
5. Personal qualities	Applicants must possess a valid driving licence and have the use of a car or have access to a form of transport which will enable the postholder to meet the requirements of the post in full.	



SOUTHERN EDUCATION AND LIBRARY BOARD

JOB DESCRIPTION

POST TITLE:	<u>Centre Based Youth Worker II – St. Patrick’s YC, Killicomaine</u>
GRADE:	<u>JNC Professional Range Pts 20-23</u>
SECTION:	<u>Youth</u>
DEPARTMENT:	<u>Education</u>
REPORTS TO:	<u>Craigavon / Armagh Area Youth Officer</u>

JOB PURPOSE

The Youth Worker will have responsibility for the management of the Youth Centre and will maximise the use of the Centre by young people for agreed purposes, in line with board policies.

The Youth Worker will also have the responsibility for the development of youth work initiatives with young people and other agencies in the wider area.

DUTIES & RESPONSIBILITIES

- 1 Managing & Developing a Range of Services at Unit Level and within the designated area.**
 - 1.1 To work directly with young people by assessing their needs and providing an agreed programme of activities designed to meet those needs, in line with an agreed Service Level Agreement and the Youth Service Curriculum for Northern Ireland.
 - 1.2 To develop an individual Annual Action Plan and actively contribute to the Area Plan and the overall strategic plan for the Youth Service.
 - 1.3 Ensure the active participation of young people in the youth work programmes within the designated area and in the management of the centre.
 - 1.4 In consultation with the Youth Centre Management Committee/Advisory Committee and line manager ensure that objectives are achieved through implementation, monitoring and self evaluation of agreed work programmes.
 - 1.5 Establish contact with, listen to, befriend, advise, support and act as an advocate for young people.
 - 1.6 Encourage and participate in the residential and outdoor education elements of the programme.

- 1.7 Promote and develop inter-community activities.
- 1.8 Be responsible to the line manager for all management, administration and financial matters relevant to the Youth Centre and area projects
- 1.9 To engage in appropriate fund raising related directly to the approved programme.
- 1.10 To provide support for part-time or voluntary youth groups within the designated area.
- 1.11 To engage where appropriate in outreach or detached youth work programmes within the designated area.
- 1.12 To be responsible for the day-to-day administration and finance in the Youth Club including budgetary control, record keeping, security and communication by telephone and in writing to ensure the smooth operation of the Club.

2 Developing Staff and Facilities at Unit Level and Designated Area.

- 2.1 Work with staff and volunteers to develop, implement, manage and evaluate programmes of activities, services and facilities in line with the agreed priorities for the centre and as required within the designated area.
- 2.2 Ensure the induction, motivation, development, training, deployment and discipline of Youth Centre staff and as required within the designated area (paid and voluntary).

3 Working with Agencies to Develop Services within the Designated area.

- 3.1 Work with relevant agencies to develop services within the centre and within the designated area.

4 Leading Project Development and Implementation within the Designated area.

- 4.1 In line with agreed priorities design and implement specific curriculum related projects within the centre and within the designated area.

5 Management Responsibility for Staff at Unit Level and within the Lurgan West area.

- 5.1 Supervise appropriate staff, including the management and allocation of duties within the centre and within the designated area.

A flexible attitude to the provision of services will be encouraged. A creative and innovative ability will be required to meet the stated objectives. Opportunities will be provided for an imaginative approach where appropriate.

This Job Description will be subject to review in the light of changing circumstances and is not intended to be rigid or inflexible but should be regarded as providing guidelines within which the individual works.

MK February 2010.