



Great Chart with Singleton Parish Council

Founded in December 1894

Minutes of the Staffing Committee meeting held on Thursday, 28th October 2021 at Singleton Village Hall starting at 7.00 pm

Present: Cllrs Wiffen, Alexander, Sullivan, and Y Barker
A Szocs (Clerk)

The meeting commenced at 19.00 pm

1. Apologies for absence

Cllr McClintock

2. Declarations of Interest

None

3. Minutes of the Previous meeting

The minutes of the previous meeting held on 07 October 2021 were approved as a true record.

Proposed: Cllr Alexander	Seconded: Cllr Sullivan	In Favour: 4
Vote against: 0	Vote Abstain: 0	Motion carried

4. Youth Worker

In trying to fully understand the Youth Worker role, the Staffing Committee recognises the wide range of skills needed for, and the complexity involved in recruiting for this particular position within the parish. We are keen to take further advice and following a prearranged Teams meeting with Kevin Jones, Head of Workforce and Professional Development at the National Youth Agency, who gave a short presentation and took questions from the committee, members have decided to engage, on a consultancy basis, Roy Smith, Operations Manager at Medway Council Youth Services, to help with drafting the job description and suggest appropriate interview questions. Date and time to be arranged.

The committee discussed in some detail and agreed that the role should include offering support to Young Carers and help teenagers who are going through difficult time. The committee also had a long discussion about what the postholder working patterns should be and the qualification they will need to have. Precise details to be agreed once the meeting with Roy Smith is completed.

Proposed: Cllr Wiffen	Seconded: Cllr Sullivan	In Favour: 3
Vote against: 0	Vote Abstain: 0	Motion carried

5. Date and venue of next meeting

The date of the next meeting will be held on Thursday, 25th November starting at 7.00 pm at Singleton Village Hall.

The meeting closed at 20.35 pm

Signed by: _____ Date: _____

Draft minutes

MEDWAY COUNCIL - JOB PROFILE

DESIGNATION	Youth Development Worker
DIRECTORATE	Children and Adults
DEPARTMENT	Early Help and Targeted Services
RESPONSIBLE TO	Senior Youth Development Worker
GRADE	JNC Youth 16-19

1. MAIN PURPOSE OF JOB

To develop and deliver youth work programmes using centre based, detached, project based and case work methods using Medway Youth Services Curriculum working within available resources and in accordance with the policies, plans and priorities of the youth service and Medway Council.

Assess and work with the needs of young people aged 8 to 19 (25 with young disabled people) across a wide range youth work programmes, promoting personal and social development, challenge, enjoyment and result in recorded and accredited learning.

Manage a team of part time staff and volunteers.

Develop and maintain partnership links with a range of partner organisations connected to young people and their community.

Work with their team, partners and young people to develop and monitor a community profile that informs service delivery across their area.

Develop a youth work programme in line with the Youth Service's curriculum that responds to assessed need and that is open to all, but offers targeted support to vulnerable young people.

Implement the youth service curriculum, procedures for planning, evaluating and recording of youth work activities with the participation of young people, contributing to regular reports for management committees and the local authority.

Deliver youth support programme that engages YP at the risk of: Edge of care, Edge of custody/ youth offending and Placement breakdown delivered through an area based model of delivery.

All staff working in the department have a responsibility for promoting and supporting the Council's policies and procedures for safeguarding. You should ensure that you carry out your duties and work at all times in a way that ensures the safeguarding and welfare of service users.

ACCOUNTABILITIES TO CHILDREN AND YOUNG PEOPLE

The children and young people of Medway have said the following qualities are very important to them:

- ✓ Be a good listener
- ✓ Be non-judgemental
- ✓ Be consistent and Stable
- ✓ Be contactable
- ✓ Understand me
- ✓ Be honest
- ✓ Be Focused
- ✓ Be realistic
- ✓ Be a good timekeeper
- ✓ Be resourceful in your approach

To be ambitious for young people and promote others to share the same drive.

To champion Children and Young People's views and rights in everything you do.

To ensure Children and Young People's voices are listened to and acted upon.

To 'Do what you say and say what you do'.

2. PERSON SPECIFICATION

Qualifications

Essential

- To hold a JNC recognised Youth Work at Degree or Diploma in Higher Education level.
 - Demonstrable experience and understanding of social education
 - Level 2 Functional Skills - Grade A*-C or equivalent
- Evidenced based models of intervention (example- solution focused)

Desirable

- Evidence of continuous professional development beyond initial qualification
- Qualifications in an area that could add value to the youth work curriculum (i.e. sports, music, arts, training).

Experience

Essential

- Experience working with young people in a youth work setting
- Experience of managing a small team
- Knowledge and understanding of local issues in relation to young people's services
- Experience of working with other partners and agencies in developing and implementing joint programmes
- Experience working with vulnerable young people, specifically young people at risk of or in the care system

Desirable

- Experience of working in a multiagency team
- Experience in an area that could add value to the youth work curriculum (i.e.

- sports, music, cookery, arts, training etc)
- Experience of case work and use of case management recording

Skills

Essential

- An ability to work as part of a team or own initiative to develop programmes, objectives and contributing to the development of Youth Service
- Ability to use the most appropriate style and method of communication with people at different levels inside and outside of the organization.
- Ability to manage time effectively, planning own workload and setting appropriate objectives and deadlines
- Demonstrable experience of identifying potential problems and taking appropriate action.
- Ability to think about alternative ways of doing things and being open to new work practices and responsive to change.

Personal Qualities

Essential

- Excellent customer care skills, with experience of adapting services, where possible, to meet customer needs and can take the initiative to work with other agencies where necessary.
- The post holder must be available to work a maximum of four evenings (pro rata) per week and for a minimum of three weekends per year (or at weekends). An expectation of 25 hours per week working directly with young people will be required in this post.
- Ability to plan and set objectives, initiating ideas for managing their own workload.
- Demonstrable experience of coping well under pressure and difficult situations, able to identify and act on own development needs.
- Commitment to equality and diversity, accepting differences and treating everyone fairly.
- Previous experience of supervising others, ensuring team morale is maintained and individual's workloads are monitored.

3. ORGANISATION

(i) ORGANISATION CHART

(ii) DESCRIBE HOW AND BY WHOM THE POST IS MANAGED

The postholder reports to the Senior Youth Development Worker.

(iii) DESCRIBE THE LEVEL OF INITIATIVE AND/OR INDEPENDENCE EXPECTED OF THE POST HOLDER

The post holder will be expected assess the needs of young people and to contribute to the area delivery plan. There will also be liaison with external agencies and partners.

(iv) DESCRIBE ANY SUPERVISORY/MANAGEMENT RESPONSIBILITIES

The post holder will help to recruit, manage, support, and co-ordinate a team of paid part time and voluntary staff in accordance with policies and procedures for line management support and supervision, to ensure professional competence in delivering high quality youth work programmes in the assigned area

(v) JOB CONTEXT - DESCRIBE THE MAIN CONTACTS, BOTH INTERNAL AND EXTERNAL AND THE PURPOSE OF THOSE CONTACTS

To offer activities, support, information and guidance and informal learning opportunities to young people aged 8 - 19 years and young people with specific needs aged 8 - 25 years. To work with partners and agencies to bring together skills and expertise to support young people with the needs and aspirations

4. FINANCIAL ACCOUNTABILITIES

Support the monitoring of the use of financial and other resources in the assigned area to ensure they are used to maximum effect in accordance with Medway Council's financial budget management standard and procedures. Where appropriate help secure external funding to enhance the range of opportunities for young people in the assigned area

5. WORKING ENVIRONMENT

This post will be based at a Medway Youth Centre or a Children and Families hub. However, staff are expected to work flexibly across Medway in locations other than at the normal office base and to work during evenings and weekends. The use of a car would be an advantage.



Coxhoe Parish Council

Youth Worker

Candidate Information Pack



Dear

Thank you for expressing an interest in joining our team at Coxhoe Parish Council. We intend to recruit a second Youth Worker in addition to our two Youth Work Auxiliaries.

This pack contains all of the information that you will need to support you in making an application.

With a budget of around £93,000 we are an ambitious and successful Council aiming to support all of our community organisations to make Coxhoe and Quarrington Hill better places to live. Over the last year we have taken on a team of youth workers to ensure that any lost service as a result of cuts by DCC are not felt by our young people. We aim for the youth services we deliver to be youth driven and as a result that we will provide the services that they want and need.

We aim to prepare a new Parish Plan to guide how our villages develop in years to come and a Parish Plan to guide the work of the Parish Council in the next 5 years and ensure our activities are community driven, as they have been by previous parish plans. We also want to make sure young peoples' views are taken into account in our plans.

The closing date for applications is Monday 23th October 2017.

Completed applications should be ideally emailed together with any other supporting documentation by email to chair@coxhoeparishcouncil.gov.uk **to be received by Noon 30th October 2017** to Stuart Dunn (Council Chair) or by post to the following address:

Coxhoe Parish Council Chair
Coxhoe Village Hall
Front Street East
Coxhoe
Durham
DH6 4DB

For further information about the Parish and the work of the Parish Council please go to our website www.coxhoeparishcouncil.gov.uk

I do hope that you decide to apply for this exciting opportunity. It is likely interviews will be held in the second week of November.

Yours sincerely

Stuart Dunn
Chair

Terms and Conditions



Salary:	£19,659-£22,665 pro rata JNC 9-12 (£10.19-£11.75 hourly)
Hours of work:	Monday &/or Wednesday &/or (2 hours) &/or Friday evenings (3 or 4 hours)
Paid Leave entitlement:	As per Terms and Conditions of Employment.
Sick pay provision:	As per Terms and Conditions of Employment.
Pension entitlement:	The staging date for pensionable contributions to employees was set at October 2017. Coxhoe Parish Council subscribes to the NEST Scheme.
Period of notice offered and required:	As per terms and conditions of employment.
Conditions of appointment:	Subject to satisfactory references, and criminal background check through the Criminal Records Bureau. A requirement to attend training/events/courses deemed relevant and appropriate when post requires and as part of the employees Continuing Professional Development.
In service training:	Time off for own in-service training in negotiation with Clerk/Council.
Miscellaneous:	Outside paid employment must not take place within, overlap, or interfere with CPC's contracted hours.



Job Description

Post:	Youth Worker
Grade:	£19,659-£22,665 pro rata JNC 9-12 (£10.19-£11.75 hourly)
Hours of Work:	Monday &/or Wednesday &/or (2 hours) &/or Friday evenings (3 or 4 hours)
Accountable to:	Coxhoe Parish Youth Services Lead Member and Council
Responsive to:	Council Members, colleagues, community groups, residents, statutory and non-statutory partner organisations and funding partners.

Organisation Context:

Coxhoe Parish Council's (CPC's) 'Youth Strategy Partnership' aims to deliver an enhanced and improved range of activities, facilities and services for children and young people in the Coxhoe and Quarrington Hill areas, guided by informed views of the children and young people of the area in partnership with the community and partner organisations.

Job purpose:

1. Deliver youth work sessions in Coxhoe and Quarrington Hill that are high quality and result in improved outcomes for young people.
2. To ensure that children and young people participate in decision making, planning, governance and evaluation of youth work, activities and facilities in Coxhoe and Quarrington Hill, and the work of the Parish Council.
3. Support children and young people in securing additional funding for resources, activities and facilities for them in the area.
4. To adhere to the CPC Safeguarding Young People's Policy.
5. To promote the Aims and Purposes of the CPC 'Youth Strategy', CPC in partnership with other organisations.

Duties and responsibilities:

6. To implement and evaluate programmes and services for children and young people, ensuring they are stimulating, age appropriate, inclusive and varied.
7. Establish links with other community organisations to work collaboratively to meet the needs of children, young people and their families.
8. Ensure safe, clean, stimulating and welcoming environments are provided.
9. To lead the work of auxiliary staff, trainees and volunteers in the Parish, including ensuring they are fully aware of their responsibilities whilst working within the service.
10. Actively market the CPC, ALiC, CVH, DCC and QHCC and other Children's and Youth People's programmes and services.

11. To monitor and provide ongoing support and reports to all stakeholders, including updates through a variety of social media platforms such as Facebook, Twitter, CPC website and publications.
12. To develop peer support programmes around, developing new opportunities for young people to engage with the programmes.
13. Ensure appropriate Marketing, PR and administrative material is first class, updated and maintained.

Other

14. To positively promote the aims, objectives, and ethos of CPC.
15. Implementation of Health and Safety Regulations at all activities. Carry out and oversee risk assessments as necessary.
16. To attend staff meetings as required.
17. Work within the policies of CPC including Equal Opportunities, Child Protection.
18. Attend training courses as appropriate and to keep CPD and the organisation updated with national trends. Ensure that all services are delivered in the context of current relevant legislation, policy and procedural framework.
19. Be available to work unsociable hours as required.
20. To undertake any other specific duties and responsibilities within capabilities as may be assigned by the Council, as necessary.
21. Liaison with: ALiC, CVH, DCC, EDRC AAP, QHCC members of staff, volunteers, casual and self-employed coaches and instructors, Schools, external agencies, children and young people, stakeholders, funders and members of the public.
22. The post holder will have discretion to act on day-to-day operational matters within the context of CPC's stated policies, objectives and Youth Strategy.
23. It is recognised that the CPC Youth Strategy is dynamic and as such, job descriptions will be required to be periodically reviewed and amended, reflecting the changing nature of the job. Such reviews will be carried out in conjunction with the staff concerned and one month's notice given of any change in the job description

SECTION B: Person Specification:

The post holder will exhibit the qualities, skills and experience set out in the attached appendix.

	ESSENTIAL	DESIRABLE	METHOD OF ASSESSMENT
QUALIFICATIONS	Youth Work Level 3, Social Work, Teaching or other relevant qualification.	Other relevant training e.g. First Aid, Child Protection Drugs.	Application form & Certificates
EXPERIENCE	<ul style="list-style-type: none"> i. Working with children and young people. ii. Facilitating group work. iii. Proven track record of working in; Childcare Services and Children and Young People's setting. iv. Proven track record of successful grant applications/income generation from activities v. Supervisory experience of support/auxiliary staff. 		Application Form
SKILLS & ABILITIES	<ul style="list-style-type: none"> a) Excellent interpersonal skills e.g. good listener, comfortable talking about everything, friendly, understanding, confident and non-judgemental b) Building and maintaining meaningful relationships e.g.: patient, supportive, confident, comfortable talking about everything c) Innovative and proactive work processes d) Be able to relate easily to all ages and have experience and enjoy working with children / young people in a variety of contexts. e) Able to work under pressure and meet deadlines. f) A commitment and ability to working as a team member, and autonomously. g) Have sound written, communication, administration and effective use of I.T skills & experience of using social media. h) Have a good knowledge of Health and Safety and risk assessment requirements. i) Have a readiness to seek help & support to manage professional issues & problems j) Be committed to maintaining and promoting the high standards expected within CPC as an equal opportunities organisation. 	Valid driving licence with access to a car and appropriate insurance e.g. business use.	Application form, Interview, References
BEHAVIOURS/ PERSONAL QUALITIES	Good listener, friendly, patient, understanding, confident, supportive, non-judgemental, good at giving advice.		Application form, Interview
KNOWLEDGE & UNDERSTANDING	<p>Knowledge of main legislation affecting children (Children Act etc.)</p> <p>Knowledge of at least one public service organisation</p>		Interview

