



## Youth Worker

### Job Description

<b>Faculty / Department:</b>	Student Experience	
<b>Campus:</b>	Cauldon Campuses	
<b>Responsible to:</b>	Learner Involvement Co-ordinator	
<b>Responsible for:</b>	N/A	
<b>Grade:</b>	£22,468 per annum (£19,358 pro rata amount) (SCP 6, Grade 2A)	<b>Hours:</b> 37 hours per week, 38 weeks per year, term time only (0.86 FTE).

#### Role Summary:

The Students' Union & Enrichment Officer supports with the planning, development and delivery of the College's comprehensive Enrichment programme of sporting activities, personal development & social action opportunities, clubs, events and activities. Preparing young people with the confidence & skills for life in modern Britain and to successfully progress to employment or Higher Education.

The Students' Union & Enrichment Officer helps to facilitate the Students' Union Executive and Student Council meetings and assist with the strengthening and development of 'learner voice' to enhance the student community and strengthen the learner voice within the College.

#### Main Duties and Responsibilities:

##### Work Processes and results

- Support with the planning, development and delivery of the College's comprehensive Enrichment programme of sporting activities, personal development & social action opportunities, clubs, events and activities.
- Help to facilitate the Students' Union Executive and Student Council meetings and assist with the strengthening and development of 'learner voice' to enhance the student community and strengthen the learner voice within the College.
- Promote a safe and welcoming environment for all students making appropriate challenges and interventions within the Students' Union Common Room.

- Sport and activity facilitation, deliver sessions, activities and trips, including following all procedures and completing appropriate paperwork.
- Maintain participation registers and update participation records to ensure data required by the College as well as external organisations is readily available.
- Promote and encourage participation in the annual Students' Union Elections.
- Support cross college activities such as fresher's fayre during induction.
- Generate and positively promote a culture which encourages participation and volunteering and recognises the benefits involved.
- Raise the profile of and encourage involvement in all Spiritual, Moral, Social and Cultural Educational opportunities in a number of ways including facilitation of induction events, activities and tutorials.

### **Team Work**

- To work closely with the other Departments, as well as with partner agencies.
- Support the School Liaison team from time to time with visits to schools and other events to promote the college offer, including open events.

### **Communication / Documentation**

- Communicate effectively across a wide range of audiences.
- Promote student opportunities/activities, including use of social media, Canvas VLE etc.

### **Supervision**

- Supervise activities within the Students' Union Common Rooms, encouraging a thriving, encouraging environment, that is both safe and welcoming for all Students.

### **Personal Development / Performance**

- Demonstrate a commitment to continuing Personal/Professional Development.
- Ability to observe and define priorities and timetables in the achievement of strategic and operational objectives.
- Adhere to the College's environmental and sustainability procedures and seek to promote environmental sustainability within own area of responsibility.

### **Equality, Diversity & Inclusion, Health and Safety and Strategy**

- A strong commitment to the principles and practice of Equality, Diversity and Inclusion.
- Take reasonable care of the Health and Safety of yourself and that of any other person who may be affected by your acts or omissions at work.
- Ensure as far as is necessary, that Statutory Requirements, Codes of Practice, Policies and Procedures, and Health and Safety arrangements are complied with.

### **College Values**

- To demonstrate and uphold the College's values, or Trust, Resilience, Authenticity & Ambition, Innovation & Collaboration, and Nurture (TRAIN).

- To promote and embed these values in all elements of work and in interactions with colleagues, learners, visitors and others.
- To participate in making the College an inclusive environment in which to learn and work.

#### **Safeguarding of Children and Vulnerable Adults**

- To comply with the College's Safeguarding policy and practices, and work in accordance with the Keeping Children Safe in Education Statutory Guidance for Schools and Colleges. To attend relevant and associated training, as required.

#### **General Data Protection Regulation and Data Protection Act 2018**

- To understand, be aware of, and ensure full compliance with the General Data Protection Regulation, and Data Protection Act 2018, during and after employment with the College, and to comply with the College's Policy for such.
- Maintain and develop office systems including electronic and paper files and data management that conform to GDPR rules.

*This is not intended as an exhaustive list of duties or a restrictive definition of the post but rather, should be read as a guide to the main priorities and typical areas of activity of the post-holder.*

*These activities are subject to amendment over time as priorities and requirements evolve and as such it may be amended at any time by the line manager following discussion with the post holder.*

*This Job Description and Person Specification is accurate as at January 2024. In consultation with the postholder, the College reserves the right to update, amend or vary its content, to reflect changes to, or modernisation of, the role.*



## PERSON SPECIFICATION

### Youth Worker

Measured by:	
A	Application
I	Interview
T	Test
P	Presentation
R	References
Po	Portfolio

Criteria Headings	Essential	Evidenced by	Desirable	Evidenced by
<b>Qualifications/ Education/ Training</b>	<ul style="list-style-type: none"> <li>• Qualified to A Level standard, or equivalent</li> <li>• Minimum of 4 GCSE's at Grade 4-9 (C or above) (or equivalent qualifications) including Maths and English</li> <li>• Youth work qualification, or recent relevant experience</li> <li>• First aid at work certificate (renewable every 3yrs) or willingness to attain this required qualification</li> </ul>	<p>A</p> <p>A</p> <p>A</p> <p>A</p>	<ul style="list-style-type: none"> <li>• Coaching and fitness qualifications in various sports/activities</li> </ul>	<p>A</p>
<b>Experience</b>	<ul style="list-style-type: none"> <li>• Experience of developing opportunities in a range of sport or fitness related activities</li> <li>• Experience of working and communicating with young people (16-19)</li> </ul>	<p>A, I</p> <p>A, I</p>	<ul style="list-style-type: none"> <li>• Experience of working in education</li> </ul>	<p>A</p>
<b>Skills/ Aptitudes/ Competences/</b>	<ul style="list-style-type: none"> <li>• Ability to problem solve effectively, and to work on own initiative</li> </ul>	<p>A, I</p>	<ul style="list-style-type: none"> <li>• Highly effective presentational skills</li> <li>• Highly developed interpersonal skills</li> </ul>	<p>A, I</p> <p>A</p>

	<ul style="list-style-type: none"> <li>• Excellent time management, organisation and prioritisation skills</li> <li>• Highly developed written, verbal and non-verbal communication skills</li> <li>• Ability to establish positive and supportive working relationships with young people and staff</li> <li>• Well-developed IT Skills, including the use of Microsoft Office, Word, Excel, and ability to manipulate and report on data</li> </ul>	<p>A, I</p> <p>A, I</p> <p>A, I</p> <p>A, I</p>	and emotional intelligence	
<b>Other</b>	<ul style="list-style-type: none"> <li>• Demonstrate commitment to and an understanding of diversity and equality.</li> <li>• A commitment to safeguarding and promoting the welfare of children, young people and vulnerable adults.</li> <li>• Ability to travel between, and work from, Burslem and Caudon campuses as required.</li> </ul>	<p>I</p> <p>I</p> <p>I</p>		