



## Role Profile

Role Title:	<b>Youth &amp; Community Officer</b>
Department:	Youth & Community Services
Reporting To:	Youth & Community Services Manager
Contract Type:	30 hrs Permanent (with a potential to increase to full time)
Hours/Days:	30
SCP – Salary	SCP 12 (£26,421) – SCP 17 (£28,770) FTE

## Overview

Woughton Community Council is the council closest to the communities of Netherfield, Coffee Hall, Eaglestone, Tinkers Bridge, Leadenhall, Peartree Bridge and Beanhill. Supporting a population of around 15,000 people, the parish has some challenges but is a vibrant and welcoming community. An innovative and forward-thinking council, we are committed to the highest standards of delivery in everything we do.

This role includes key elements of support offered to residents: providing safe spaces with supportive services that focus on finding sustainable solutions to issues, empowering residents to take control and build resilience. And as a Youth & Community Worker offers a variety of services that offer recreational, informal education, advice and support to children, young people and their families.

With a committed, passionate team in place, the right applicant has a chance to make a real difference to the lives of local people, whilst developing professionally in a friendly and supportive environment.

## Key Duties

Your key duties, are including but not limited to the following:

- To work with families, children, young people and adult residents across the services offered by Woughton Community Council's Youth & Community team.
- To consistently work to actively safeguard all children, young people and vulnerable adults from current and potential harm in all practice and as a deputy member of the safeguarding team.
- Work as part of a team to ensure all service delivery is of the highest quality, to Best Practice standards and is adaptable to the changing needs of all the service users over time and across venues.
- To provide environments which are welcoming, non-judgemental, supportive and safe.
- To work with all residents in a participatory and empowering way, to motivate, enable, and encourage them without creating dependency.



- To help develop, plan and deliver a programme (in consultation with residents) of Community, Youth & Wellbeing services that inclusively meet the needs of all service users.
- To plan and deliver outreach work as appropriate including running advice, wellbeing, youth and community sessions in different locations across the parish as needed.
- To signpost or make referrals to specialist services according to residents presented needs and/or support residents in accessing and engaging with external agencies/organisations/charities and companies.
- To represent both Woughton Community Council at meetings, forums, conferences and similar, in house with external agencies and with local community groups.
- The Wellbeing & Advice role elements will also be expected where necessary support the Wellbeing Officer, providing support to residents who may be experiencing welfare, wellbeing or lower-level mental health issues. This may include:
  - To assist local residents seeking support and advice to enable them to manage their situation.
  - To support the functioning of the Wellbeing services for Woughton Community Council .
- To keep accurate records for all service delivery: case notes, statistical monitoring and evaluation information as required.
- To assist in the development of relationships with external and specialist agencies, where necessary facilitating their involvement with Woughton Community Council.
- To work with and support flexibly other team members within the Youth & Community Wellbeing and wider Woughton Community Council Service delivery team.
- To undertake supervision, training sessions and staff meetings as required.
- To attend meetings both in house, with external agencies and with local community groups.
- To support the implementation of policies, programmes and projects determined by Council or Committees.
- To take reasonable care of your Health and Safety and that of others.
- This role includes set up and clearance at the beginning and end of each session. The transportation of equipment between sites and the secure storage and maintenance of the equipment and resources
- Any other duty deemed necessary as per your Line Manager.



## Personal Specification

### Experience/Knowledge

#### Essential

- Knowledge and understanding of issues concerning work with diverse and disadvantaged communities.
- Previous Children's, Families and Youth Work experience (paid or voluntary)
- A clear understanding of Safeguarding guidelines.
- Ability to communicate effectively with the public and agencies at all levels.
- Friendly and welcoming personality
- Good listening skills
- A non-judgmental and positive attitude
- Compassionate and able to empathise with people's life experiences.
- Experience of team and Multi-agency work
- Able to keep accurate records.
- Understand the importance of confidentiality
- Flexible approach to working hours.
- UK Drivers License

#### Desirable

- Local multi-agency knowledge
- Community Development work
- Understanding of Welfare and Social Care systems
- An awareness of The Equalities Act and The Children's Act legislation.
- Well organised and practical
- Problem solving
- Self-motivated
- Calm under pressure.

## Education/Qualifications

The person undertaking this role may have formal qualifications in one of a number of areas including community development, youth work, health and social care or education. Given the wide range of skills they will need to call on it is desirable but not essential to hold a specific formal qualification. Life and working experience are equally important.

The following are however essential:

- A general level of Secondary or Higher education
- A willingness to undertake training
- Basic ITC skills
- Excellent communication skills
- Experience of working with communities



## Personal job-related skills.

### Essential

- A genuine passion for people's wellbeing.
- A desire / availability to work evenings and school holidays.
- A desire to work to enable collaborative approaches, giving young people a voice.
- Excellent time keeping & reliability
- Proven planning and organisational skills
- A desire to engage and celebrate diversity, with a commitment to equal opportunities.
- Proven ability to work independently and as part of a team.
- An existing understanding of the importance of play or a strong desire to learn and subsequently implement that knowledge into practice.

### Desirable

- Ability to present information.
- A proven ability to engage and inspire engagement.
- Open to new ideas and confidence to put forward own ideas and suggestions.

### In return we offer:

- We are a Living Wage employer and offer a competitive salary range.
- We offer flexible working options.
- We are a Mindful employer, supporting positive mental health and wellbeing.
- We encourage access to training and development opportunities, with excellent levels of support and a focus on professional development.
- We offer a 'Bike to work' loan scheme, providing tax free loans for bikes and cycling equipment.
- We offer an excellent Local Government pension scheme, good levels of annual leave and excellent terms and conditions (including annual incremental pay rises, sick pay, dependents leave and similar).