

JOB SPECIFICATION

DEPARTMENT:	Ministry of Sports, Culture, Heritage & Youth Government of Gibraltar
TITLE:	Supply Youth & Community Support Worker
RESPONSIBLE TO:	Youth and Community Support Workers-Senior Youth & Community Workers – Principal Youth Officer

JOB PROFILE:

The post holder will be responsible for the operational management and delivery of Youth and Community Work and Social Education programmes for young people of those Youth Club/s or Projects/s assigned.

The main functions of the post are:

- Supporting the full time Youth and Community Worker
- Manage and be responsible for the delivery of “face-to-face Youth and Community Work” and “Social Education” at those Youth Clubs.
- Deliver “face-to-face Youth and Community Work” and manage that delivered by trainees, voluntary and other members of staff for whom the post holder is responsible.
- Assist in the development of programmes in partnership with young people and other agencies that meet their Social Education needs during their transition to adult life.
- Develop Youth Activities and Community projects and involve young people in projects aimed at helping the community.
- Comply with those measures put in place that record and review personal work delivery and that from whom the post holder is responsible to enable Government Youth Service delivery to current and emerging needs.

The duties and responsibilities of the job:

- Help assess and evaluate as well as submit reports for the Youth Club/s and Project/s for which the post holder is responsible.

- Work in partnership with and advocate on behalf of young people at every opportunity and attend meetings with Government of Gibraltar Departments/Agencies, voluntary groups and non-governmental organisations including ethnic minorities and neighbourhood groups that impact on young people's lives.
- Help establish and keep links with Youth Services and other agencies working with young people abroad and open opportunities for young people to travel and when possible to meet and learn about their peers from other countries and communities. Planning and co-ordinating Youth exchanges.
- Assist in the delivery of recruiting initiatives, selection of new trainees and staff and help with supervision and staff development in pursuance of Gibraltar Youth Service aims, policies and responsibilities.
- Comply with all Gibraltar Youth Service manage Information Systems and ensure similarly from assigned members staff so that fieldwork practice is properly evidenced and recorded and can be used to plan for and address future and emerging needs.
- Assist in the preparation of Gibraltar Youth Service annual reports and other reports as requested by Youth and Community Worker, Senior Youth Worker and Principal Youth Officer that deal with the Gibraltar Youth Service aims, youth work delivery, goals and analysis that provide clear evidence of its practise and purpose.
- Help implement existing policies and procedures in compliance with all Government of Gibraltar and Gibraltar Youth Service Financial Audit Instructions, Data Protection General Orders and other current requirements.
- Attend courses held locally or abroad as determined by the exigencies of the post in consultation with Senior Youth Worker and Principal Youth Officer
- Carry out other duties commensurate with the post as may be required by the Youth and Community Worker, Senior Youth Worker, Principal Youth Officer.

Conditions and requirements:

- The duties described in this job description must be carried out in manner which promotes anti-discriminatory practice, equality of opportunity, dignity and respect of all service users, volunteers and Gibraltar Youth Service employees.

Working conditions:

- The post holder will be required to work as and when required (zero Hour Contract), including weekends and residential locally and abroad as determined by Gibraltar Youth Service needs.
- The post holder will have to adhere to HM Government of Gibraltar General Orders and other regulations.

Salary:

- The salary for the post has been weighted to include irregular hours, weekend work, residential locally and abroad.

Special factors:

- The appointment will be on a supply basis.
- The post holder will be expected to reside within a convenient commuting distance of Gibraltar and should have access to a car or alternative method of transport on a daily basis.
- This post is subject to a satisfactory medical and Enhanced Criminal Records Bureau clearance.

Flexibility:

- Attention is drawn to the fact that in some cases particular duties and responsibilities are difficult of detailed definition and may vary from time to time without changing the general character of the duties and level of responsibilities entailed.
- In addition, it is a requirement for all employees that they accept an element of flexibility in duties and responsibilities and when necessary interchange within the organisation to meet the changing needs and demands of the service. Such a requirement will enable the particular expertise of the post holder to be developed the maximised to the mutual benefit of both employer and employee.

Other:

- The post holder will undertake any additional or amended duties appropriate to the scope of the post as may be allocated from time to time.

PERSON SPECIFICATION – SUPPLY YOUTH & COMMUNITY SUPPORT WORKER

<u>CRITERIA</u>	<u>ESSENTIAL</u>	<u>DESIRABLE</u>
Qualifications:	Applicants must possess an NVQ Level 2 in Youth and Community Work or possess a locally recognised course in Youth and Community Work endorsed by the Gibraltar Youth Service.	Additional training and personal study in relevant subjects.
Experience:	<p>Delivery of Social Education programmes in a variety of settings.</p> <p>Managing and supervising staff.</p> <p>Developing issue based work.</p> <p>Experience in working with young people.</p>	
Knowledge:	<p>Awareness of the social problems in Gibraltar and how these affect young people.</p> <p>Knowledge of Health & Safety legislation and practical application</p> <p>Ability to work with neighbourhood and community groups.</p>	
Key Skills and behaviours:	<p>Good interpersonal skills.</p> <p>Must have enthusiasm, self-reliance, a stable temperament and a firm conviction of the importance of social and informal education.</p> <p>Ability to identify needs and develop appropriate action plans.</p> <p>Plan, review and improve methods of delivery in response to changing needs.</p> <p>Be able to work in partnership across agency and professional boundaries.</p> <p>Be self-motivated, enthusiastic with drive and energy.</p>	Be computer literate.

<p>Key Skills and behaviours (Cont'd):</p>	<p>Be able to provide visible and supportive leadership.</p> <p>Be able to influence, negotiate and make sound decisions.</p> <p>Support and work with colleagues on matters of their interest and concern.</p> <p>Ability to work in an ever-changing environment.</p> <p>Ability to work effectively under pressure in order to meet tight deadlines and departmental needs.</p> <p>Form part of “Inter Governmental Planning” to develop and deliver young peoples’ services.</p> <p>Think about the needs of young people and act as their advocate when required.</p> <p>Have effective communication skills both written and verbal.</p>	
<p>Other requirements:</p>	<p>Will be required to attend courses locally on account of Service development.</p> <p>Satisfactory enhanced Police check.</p> <p>Be able to work evening, weekends and public holidays as and when required.</p> <p>The post holders must also be flexible and be able to work alternative hours to meet demands and needs of the Youth Service, as directed by the Principal Youth Officer or his representative.</p>	<p>Be in possession of a full and valid vehicle licence and access to own transport for work purpose.</p>