HM Government of Gibraltar

Non-Permanent Youth & Community Support Worker (non-JNC Qualified or Trainee) Job & Person Specification

DEPARTMENT: Gibraltar Youth Service
Ministry for Equality, Employment, Culture and Tourism

POST: Non-Permanent Youth & Community Support Worker (non-JNC Qualified & Trainee)

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
- Supporting 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".
- 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.

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 in conjunction with the full-time staff members with departments and non-governmental organisations.

- Comply with all Gibraltar Youth Service Information Systems and practices are properly evidenced and recorded. This information can then be used to plan for and address future and emerging needs.
- Assist the preparation of annual reports for the Gibraltar Youth Service and other reports as requested by Senior Youth Workers and/ or the Principal Youth Officer. These reports will focus on the objectives of the Gibraltar Youth Service, the delivery of youth work, its goals, and analysis that provide clear evidence of its practices and objectives.

- 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 the Senior Youth Workers and/or the Principal Youth Officer.

- Carry out other duties commensurate with the post as may be required by the Senior Youth Worker and/or the 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, including weekends and residentials 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 an as and when required 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 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 to accept a degree of flexibility in their duties and responsibilities and, where necessary, to interchange within the organization to meet the changing needs and demands of the service. This requirement will enable the particular expertise of the post holder to be developed and maximised for 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 –NON-PERMANENT YOUTH & COMMUNITY SUPPORT WORKER (NON-JNC QUALIFIED OR TRAINEE)

Criteria	Essential	Desirable
Qualifications:	Applicants must possess an NVQ Level 2 or 3 in Youth and Community Work or; Possess the locally recognised course 'Introduction to Youth Work Skills' endorsed by the Gibraltar Youth Service or; A commitment to obtain this training course during the first year (Trainee).	Additional training and personal study in relevant subjects.
Experience:	Delivery of Social Education programmes in a variety of settings; Developing issue-based work; Experience in working with young people.	
Knowledge:	Awareness of the social problems in Gibraltar and how these affect young people; Knowledge of Health & Safety legislation and practical application; Ability to work with neighbourhood and community groups.	
Key Skills and Behaviours:	Good interpersonal skills; Must have enthusiasm, self-reliance, a stable temperament and a firm conviction of the importance of social and informal education; Ability to identify needs and develop appropriate action plans; Plan, review and improve methods of delivery in response to changing needs; Be able to work in partnership across agency and professional boundaries; Be self-motivated, enthusiastic with drive and energy; Be able to provide visible and supportive leadership; Be able to influence, negotiate and make sound decisions;	Be computer literate.

Key Skills and Behaviours Cont'd:	Support and work with colleagues on matters of their interest and concern; Ability to work in an ever-changing environment; Ability to work effectively under pressure in order to meet tight deadlines and departmental needs; Form part of "Inter Governmental Planning" to develop and deliver young peoples' services; Think about the needs of young people and act as their advocate when required; Have effective communication skills both verbal and written.	
Other requirements:	Will be required to attend courses locally on account of Service development; Satisfactory enhanced Police check; Be able to work evenings, weekends and public holidays as and when required; 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.	Be in possession of a full and valid vehicle license and access to own transport for work purposes.