



Coxhoe Parish Council

Auxiliary Youth Worker – Casual Contract (June July 2022)

Candidate Information Pack



Dear Applicant

Coxhoe Parish Council is seeking to recruit a small number of highly motivated members of staff to join our valued staff team.

This pack contains all the information that you will need to support you in making an application for the post of Auxiliary Youth Worker.

With a budget of around £137,000 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 recent years we have taken on a team of youth workers to ensure that any lost service as a result of cuts by Durham County Council are not felt by our young people, and to provide high quality youth provision for children and 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.

Email clerk@coxhoeparishcouncil.gov.uk to request an application form in Word format.

Completed applications should be ideally sent by email to clerk@coxhoeparishcouncil.gov.uk or by post to the following address **to be received by noon on Tuesday 12 July 2022:**

Parish Clerk, Coxhoe Parish Council, Coxhoe Village Hall, Front Street East, Coxhoe, Durham DH6 4DB.

Please note that the application window may be closed earlier than 12 July if enough applications are received, so you are encouraged to apply for this opportunity as early as possible. Interviews will be held as soon as possible after the closing date or on receipt of sufficient applications.

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

This is an exciting opportunity and we look forward to recruiting to the role and working with our staff into the future.

Yours faithfully

Stuart Dunn
Chair, Coxhoe Parish Council



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| Post: | Auxiliary Youth Worker |
| Salary: | £18,887 pro rata SCP 3 (£9.82 hourly) |
| Hours of work: | Flexible; services are currently offered on Tuesday, Thursday and Friday evenings (usually two to four hours) however the postholder will need to be flexible to meet the needs of the service; the hours to be agreed with line management on an as and when basis. |
| Accountable to: | Youth Team Leader, Youth Worker, Parish Clerk and Coxhoe Parish Council. |
| Responsive to: | Council Members, colleagues, community groups, residents, statutory and non-statutory partner organisations and funding partners. |
| Paid Leave entitlement: | As per Terms and Conditions of Employment. |
| Sick pay provision: | As per Terms and Conditions of Employment. |
| Pension entitlement: | 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, identity checks and criminal background check through the Disclosure and Barring Service. A requirement to attend training/events/courses deemed relevant and appropriate when post requires and as part of the employee's continuing professional development. |
| In service training: | Time off for own in-service training as agreed with line management. |
| Miscellaneous: | Outside paid employment must not take place within, overlap, or interfere with Coxhoe Parish Council's contracted hours. |

Job purpose:

1. To assist in the delivery of youth work sessions in Coxhoe and Quarrington Hill that are high quality and result in improved outcomes for young people.
2. To help 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. To support children and young people in securing additional funding for resources, activities and facilities for them in the area.
4. To adhere to the Parish Council's Safeguarding Policies.
5. To promote the Aims and Purposes of the Parish Council's 'Youth Strategy', including in partnership with other organisations.

Duties and Responsibilities Specific to this Post:

6. Work with the Youth Team Leader and the Youth Worker to implement and evaluate programmes and services for children and young people, ensuring they are stimulating, age appropriate, inclusive and varied.
7. Assist in the establishment of 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. Give regular feedback to line management.
10. Actively market the programmes and services of Coxhoe Parish Council and partners, and other Children's and Young People's provision.
11. Assist the Youth Team Leader and Youth Worker in monitoring and providing ongoing support and reports to all stakeholders, including updates through a variety of social media platforms such as Facebook, Twitter, and the Parish Council website and publications.
12. Assist in the development of peer support programmes, 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.
14. Positively promote the aims, objectives, and ethos of the Parish Council.
15. Adhere to Health and Safety Regulations at all activities.
16. Attend staff meetings as required.
17. Work within the policies of the Parish Council including Equal Opportunities and Child Protection.
18. Attend training courses as appropriate.
19. Be available to work unsociable hours as required.
20. Undertake any other specific duties and responsibilities within capabilities as may be assigned by the Youth Team Leader or Parish Clerk or the Parish Council, as necessary.
21. It is recognised that the Parish Council's 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.

Other:

22. Assist with service improvement and the maintenance of the highest standards, and actively partake in and follow guidance on the Parish Council's systems of supervision and appraisal.
23. Assist with team communications as appropriate.

24. Assist with establishing and monitoring appropriate procedures to ensure that quality data are reported and used in decision making processes.
25. Work within a designated budget (as required) and assist with ensuring that the Council achieves value for money in all circumstances through the monitoring and control of expenditure and the early identification of any financial irregularity, and assist with the purchase of consumables and equipment in accordance with the budget and in consultation with line management.
26. Maintain the spirit and procedures of the Council's Equality and Diversity Policy and assist the staff team to build continuous improvement in relation to equality and diversity.
27. All members of staff must be aware that they have explicit responsibility for the confidentiality and security of information and of any young people's circumstances, and are required to undertake that they will not divulge to anyone personal and/or confidential information to which they may have access during the course of their work. All members of staff must be aware that they have explicit responsibility for the confidentiality and security of information received and imported in the course of work and using Council information assets. The Council has policies which advise on confidentiality and data security and all staff are required to follow these and to demonstrate through behaviour and actions a firm commitment to data security and confidentiality as appropriate.
28. Fulfil the relevant duties in relation to Health and Safety requirements.
29. Ensure a safe working environment for yourself, your colleagues and members of the public who visit the Council office or use Parish Council services. Act in a responsible way with due regard for your own health and safety, and ensure you are fully conversant with emergency procedures.

Person Specification:

The post holder will exhibit the qualities, skills and experience set out below.

| | ESSENTIAL | DESIRABLE | METHOD OF ASSESSMENT |
|---------------------------------------|--|--|---|
| QUALIFICATIONS | | a) Youth Work Level 3, Social Work, Teaching or other relevant qualification. b) Relevant training e.g. First Aid, Child Protection, Drugs Awareness. | Application form & Certificates |
| EXPERIENCE | a) Working with children and young people. b) Facilitating group work. c) Working in Childcare Services and Children and Young People's settings. | a) Experience of leading young people's activities. b) Experience of detached and/or outreach youth work. | Application form |
| SKILLS & ABILITIES | 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. 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 work both 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 and support to manage professional issues and problems. j) Be committed to maintaining and promoting the high standards expected within the Parish Council as an equal opportunities organisation. k) Ability to implement and follow safeguarding procedures. | Valid driving licence with access to a car and appropriate insurance e.g. business use. | Application form, interview, references |
| BEHAVIOURS/ PERSONAL QUALITIES | a) Good listener, friendly, patient, understanding, confident, supportive, non-judgemental, good at giving advice. b) Willingness to work flexible hours as required. c) Willingness to attend training as agreed with line management. | | Application form, interview |
| KNOWLEDGE & UNDERSTANDING | a) Knowledge of main legislation affecting children (Children's Act etc.). b) Knowledge of data protection requirements and confidentiality. | Knowledge of at least one public service organisation. | Interview |