



**POSITIVE STEPS**

SUPPORT | CHALLENGE | CHANGE

## **JOB DESCRIPTION: Youth Engagement Worker**

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Job Title: Youth Engagement Worker  
Location: Hybrid  
Team/Directorate: Education and Guidance / Corporate  
Responsible To: depends on which team allocated to  
Responsible For: N/A  
Salary Band: PS02

## **JOB PURPOSE**

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- To provide support for young people to enable them to move into education, employment and training (EET) or to sustain a EET opportunity

## **PRINCIPAL DUTIES AND RESPONSIBILITIES**

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- Provide activities and interventions for young people to improve EET outcomes
- Provide activities and interventions for young people in line with relevant legislation, quality standards, best practice and codes of ethics to safeguard the service
- Maintain relationships with other professionals to improve outcomes for young people
- To undertake accurate, timely recording using digital case load management systems to meet contract requirements
- Apply coproduction principles to ensure that the users voice is represented in service deliver
- Apply the consistent application of all relevant policies and procedures including safeguarding, health & safety and equality & diversity to ensure a compliant service
- Undertake any other duties in order to meet service and organisational objectives following consultation with your manager

### **Key Relationships – Internal & External**

- External – Employers, Youth Community and Education Provides
- Internal – Staff and volunteers

**JOB TITLE - Youth Engagement Worker**

Person Specification

CRITERIA	ESSENTIAL	DESIRABLE
Qualifications and specific training		
Experience	<ul style="list-style-type: none"> <li>• Demonstrable experience of working with young people</li> <li>• Demonstrable experience of developing productive and effective relationships with young people</li> <li>• Demonstrable experience of partnership working</li> <li>• Demonstrable experience of communicating through verbal and written presentations</li> <li>• Demonstrable experience in promoting diversity</li> </ul>	
Knowledge	<ul style="list-style-type: none"> <li>• Awareness of Education and Guidance Services</li> <li>• Awareness of safeguarding legislation and guidance, implementation of Child Protection and vulnerable adult Procedures and</li> </ul>	

	<p>the boundaries of professional relationships</p> <ul style="list-style-type: none"> <li>• Awareness of adolescent development</li> <li>• Understanding of Health &amp; Safety legal requirements and best practice</li> </ul>	
Skills	<ul style="list-style-type: none"> <li>• Basic skills in engaging, supporting and motivating young people</li> <li>• Basic communication and presentational skills</li> <li>• Basic skills in creativity and original thinking with the ability to develop practical solutions to problems</li> <li>• Basic inter-personal and team working skills</li> <li>• Primary skills in literacy and numeracy</li> <li>• Basic skills in Microsoft Office and database systems</li> </ul>	
Personal attributes	<ul style="list-style-type: none"> <li>• Sound judgement and awareness of political sensitivities.</li> <li>• Resilient and able to work independently as required</li> <li>• Sound professional and tactical judgement and the ability to establish priorities and principles.</li> <li>• Commitment to Positive Steps vision and values</li> </ul>	
Additional requirements	<ul style="list-style-type: none"> <li>• Prepared to work flexibly to meet the needs of customers and the organisation</li> <li>• Able to travel throughout the region</li> </ul>	

	<ul style="list-style-type: none"><li>• Evening and weekend work required</li><li>• Enhanced DBS required</li></ul>	
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