# EAST SUSSEX COUNTY COUNCIL JOB DESCRIPTION

# JOB TITLE: Leader in Charge

# DEPARTMENT: Children’s Services

# LOCATION: Hastings / Eastbourne / Lewes / Wealden / Rother

# GRADE: Single Status 6

# RESPONSIBLE TO: Area Youth Worker

# Purpose of the Role:

To lead the delivery of a programme of youth work activities, events and services to meet the social, educational, emotional, behavioural and developmental needs of young people.

# Key tasks:

1. To work directly with individual and groups of young people to deliver a range of programmes, activities and services.
2. To establish contact with young people as part of a local programme delivering youth work in a range of settings, including centre based, group work, outreach and detached.
3. To lead in the delivery of information, advice and support for young people using a range of youth work approaches.
4. To maintain a high quality of service provision and ensure six week delivery plans are in place which reflect a range of youth work activities including health and curriculum priorities.
5. To line manage a small team of Youth Workers and volunteers ensuring they receive clear direction, regular supervision and appraisal.
6. To lead and motivate a small team of Youth Workers promoting retention, development and support of staff and volunteers.
7. To lead on programme development by leading the planning, delivery and monitoring of local youth work programmes.
8. To undertake administration to ensure smooth running of sessions including responsibility for data base recording of sessions and any income from young people.
9. To implement East Sussex County Council’s policies and procedures in the work place relating to Child Protection, Health & Safety and Equal Opportunities policies.
10. To be responsible for securing the building and resources at the end of the session and to report any emergency repairs identified to the building during session.
11. To undertake other duties commensurate with the grading of the role

This job description sets out the duties of the post at the time when it was drawn up. Such duties may vary from time to time without changing the general character of the duties or the level of responsibility entailed. Such variations are a common occurrence and cannot of themselves justify a reconsideration of the grading of the post.

# EAST SUSSEX COUNTY COUNCIL PERSON SPECIFICATION

# JOB TITLE: Leader in Charge

# GRADE: Single Status 6

# Essential key skills and abilities

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| These criteria will be assessed at the application and interview stage |
| * Strong interpersonal skills * Be informed on current issues concerning young people * To design and deliver activities with and for young people * Be sensitive to the needs of young people and have the ability to relate to them at a meaningful level * Be able to plan and deliver specific projects to engage young people * Able to converse at ease with customer and provide advice in accurate spoken English |

# Desirable key skills and abilities.

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| These criteria will be assessed at the application and interview stage |
| * Group work with young people * Session planning and evaluation |

# Essential education and qualifications.

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| These criteria will be evidenced via certificates, or at interview |
| * L2 Qualification – Diploma in Youth Work – to be completed within 2 years of appointment * Evidence of literacy, numeracy and ICT skills |

# Desirable education and qualifications.

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| These criteria will be evidenced via certificates, or at interview |
| * L3 Qualification – Diploma in Youth Work |

# Essential knowledge

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| These criteria will be assessed at the application and interview stage |
| * Understanding of issues affecting young people * Understanding of issues around equality of opportunity * Understanding of Safeguarding children and young people |

# Essential experience

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| These criteria will be assessed at the application and interview stage |
| * Include Working informally with young people * Working as part of a team and on own initiative |

# Desirable experience

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| These criteria will be assessed at the application and interview stage |
| * Ability to lead workshops * Staff management |

# Other essential criteria

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| These criteria will be assessed at the application and interview stage |
| * Listening skills * Honest, reliable, conscientious, self-disciplined and committed * Able to enthuse and motivate others * Flexible and motivated * Creative thinker * Ability to meet the travel requirements of the post. * Ability to work flexible and anti-social hours including evenings and weekends |

**Date (drawn up):** March 2017 Updated July 2019

**Name of Officer(s) drawing up person specifications:** CE & BH

**Job Evaluation Reference:**

Health & Safety Functions

This section is to make you aware of any health & safety related functions you may be expected to either perform or to which may be exposed in relation to the post you are applying for. This information will help you if successful in your application identify any health-related condition which may impact on your ability to perform the job role, enabling us to support you in your employment by way of reasonable adjustments or workplace support.

| **Function** | **Applicable to role** |
| --- | --- |
| Using display screen equipment | Yes/No |
| Working with children/vulnerable adults | Yes/No |
| Moving & handling operations | Yes/No |
| Occupational Driving | Yes/No |
| Lone Working | Yes/No |
| Working at height | Yes/No |
| Shift / night work | Yes/No |
| Working with hazardous substances | Yes/No |
| Using power tools | Yes/No |
| Exposure to noise and /or vibration | Yes/No |
| Food handling | Yes/No |
| Exposure to blood /body fluids | Yes/No |