

**Dunstable Town Council**  
**Community and Young People Services**  
**Task List**

**Job Title:** **Casual** Community & Young People's Sessional Worker

**Department:** Community and Young People Services

**Responsible to:** Community & Young People's Services Manager

**Responsible for:** No-one

**Main Purpose of Job**

1. To assist in the delivery of a range of services within Grove Corner such as drop-in sessions, specific activities and provide information and advice.
2. To assist in the delivery of outreach services and activities targeting all sections of the community including families, children and young people.

**Main duties**

1. To support a range of services targeting young people being delivered from Grove Corner including the provision of a "drop in" service targeting 10 to 18 year olds.
2. To assist in ensuring that all young people services are delivered in accordance with legislation governing the care of young people and that the Council maintains an up to date Child Protection Policy.
3. Provide information and advice to individuals and groups and act as their advocate when appropriate to do so.
4. To consult with the service users and partner organisations to inform the development plans for continued improvement of community and young people services.
6. To collate monitoring data for information reports.
7. To assist in the provision of family orientated workshops during school holidays in various locations.

## **Person Specification**

### **Essential**

1. Educated to NVQ Level 2 or equivalent.
2. A community/youth work background.
3. Experience of delivering services to communities and/or young people.
4. Knowledge of legislation relating to the delivery of services to young people, e.g. The Children Act 2004 and the main outcomes of Every Child Matters legislation.
5. Good written and oral communication skills.
6. Good administrative skills.
7. Good knowledge and skills in customer care.
8. Ability to work evenings, some school holiday times and occasional weekends. To be determined.

### **Desirable**

1. Qualification in Youth and Community work or related discipline.
2. Partnership working skills with external organisations from the public, voluntary and private sectors.
3. Willingness to undertake appropriate training and education as part of a commitment to continued professional development.

## **Complexity and Creativity**

The role has responsibility for supporting and implementing any sensitive legislation relating to the care of children and young people.

The post holder will be expected to assist in the delivery a range of services targeted at 5-18 year olds which is a complex market that requires an innovative and proactive approach to problem solving.

## **Judgement and Decisions**

The actions of the post holder will have an influence on the Community and Young People Service as a whole. Although the post holder will not take influential, important decisions and will only assist senior officers. Failure of the Council to comply with legislation relating to the care of young people and buildings health and safety could have severe repercussions on the Council.

## **Contacts**

### **Internal 10%**

Councillors, Corporate Management Team, all Council staff.

### **External 90%**

Young people and members of the public,