

DUNSTABLE TOWN COUNCIL



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- Job Title:** Senior Detached Youth Officer
- Department:** Community Services
- Responsible to:** Youth and Community Manager
- Responsible for:** Sessional detached youth workers and volunteers

JOB DESCRIPTION

Main Purpose of Job

1. To be responsible for Dunstable Town Council's detached youth work. The post holder will be required to deliver youth work from various locations within Dunstable. The post holder will act as officer in charge when working on detached youth provision. As of April 2024, Dunstable Town Council will operate 5 detached sessions per week and 1 weekend per month (seasonal changes and need of the service apply). The post holder will be expected to attend a minimum of 3 session per week.
2. To identify the needs of young people in Dunstable and deliver and facilitate a range of services within the town which meet these e.g. specific/targeted activities, holiday provision and provide information and advice.
3. To develop and deliver outreach services and/or activities targeted to young people internally or in partnership with others.

Main duties

1. To line manage and supervise the work of the detached sessional youth workers and to manage volunteers.
2. To consult with the service users and partner organisations to inform the development plans for continued improvement of services for young people delivered across Dunstable.
3. To develop access opportunities for specialised support services for young people (e.g. education/training advice, sexual health advice and substance misuse support).
4. To develop innovative pieces of work with young people and empower them to develop their own projects offering appropriate support.
5. To maintain records of contacts and work undertaken with young people for the purposes of monitoring and evaluation.
6. To consult with the service users and partner organisations to inform the development plans for continued improvement of young people services.
7. To utilize intelligence from partners including the community safety officers and the Police to work in areas recognised as "hot spots" and provide consistent and regular youth work

support to encourage those involved to take part in new positive opportunities and experiences.

8. To manage funding returns, project budget, and to write both funders and council reports.
9. To provide supervision for all young people attending activities at any location where Town Council youth provision is taking place (e.g. outreach or off site visits).
10. To ensure that Dunstable Town Council fulfils its duty of safeguarding children and young people, in accordance with Dunstable Town Council, local and national policy.
11. Promote and embed equality and diversity as an integral aspect of your work.
12. To attend regular review, supervisions and planning meetings with your line manager.

PERSON SPECIFICATION

Essential

1. A nationally recognised qualification in youth community work with JNC level 5 or above (or currently working towards).
2. Considerable experience and confidence in the managing services for young people.
3. Considerable and varied experiences of working with young people and their specific needs and issues, together with an understanding of how best to support these needs through designing, delivering, and evaluating young people's services.
4. Skilled in enabling young people to contribute to the planning, delivery and evaluation of youth work
5. Knowledge of legislation relating to the delivery of services to young people, e.g. Child protection and safe guarding, The Children Act 2004 and the main outcomes of Every Child Matters legislation.
6. Committed to youth work as informal/non-formal education and experience of developing new ideas and initiatives to support youth development and participation.
7. Experience of recruiting, and developing young leaders and volunteers.
8. A commitment to applying sound youth and community work principles in all youth engagement.
9. Excellent written, oral and public communication skills including, social media, website and other IT skills and the ability to prepare reports and documents; with an ability to adapt styles and methods for different audiences.
10. Excellent interpersonal skills, in particular the ability to network and develop professional relationships with young people and external organisations from the public, voluntary and private sectors.

11. An applied ability to work in partnership with internal and external departments and organisations.
12. Willingness to undertake appropriate training and education as part of a commitment to continued professional development.
13. Ability to work a minimum of three evenings a week, and some weekends.
14. Experience of managing and leading a team, both paid staff and volunteers, fostering a positive team environment.
15. Project management experience.
16. Excellent financial management.
17. Hold a clean full driving license.
18. To be able to create appropriate risk assessments, guidelines and procedures for detached work.
19. To align your work with the Council's values and behaviours.
 - Honesty & trust
 - Respect
 - Team work
 - Pride
 - Communication

Desirable

1. Project Management qualification.
2. Experience of managing an externally funded project.
3. Experience of securing external funding.
4. First Aid qualification.

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 co-ordinate and deliver a range of services targeted at young people which is a complex market that requires an innovative and proactive approach to problem solving.

Judgement and Decisions

The advice and actions of the post holder will have an important influence on how the Council delivers services to young people. 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 20%

Councillors, Corporate Management Team, all Council staff.

External 80%

Young people and members of the public.

January 2024