

COMMUNITY YOUTH WORK APPRENTICE

Role Profile



Title	Community Youth Work Apprentice	
Grade	Apprentice Level 2	
Reference:	N765	
Reports to:	Senior Professional Youth Worker	
Work style Definition	Office Based hot-desk/touch down worker	
Job Type:	Customer Facing Worker	
Primary purpose of role	To engage with a range of children and young people to develop professional relationships and programmes so as to help them develop capacities useful to them for adult life.	
Key accountabilities and key measures	Role outcomes <ul style="list-style-type: none"> Needs of young people are identified through a range of methods; with particular focus on direct work with young people themselves. (60%) Contribute to the planning and processes as part of a team, in order to establish an effective delivery of service that is engaging and matches needs for young people. (40%) Fully comply with the requirement of the apprenticeship programme 	Role measures <ul style="list-style-type: none"> Young people in the service are actively engaged in participation, consultation and engagement in positive relationships and activities. Attending meetings within team to set measurable objectives and goals and planned delivery The quality of youth work among locally qualified workers meets national standards. Attendance at review meetings to set objectives and goals required to meet the apprenticeship programme
Key activities	<ul style="list-style-type: none"> To engage with young people to develop their skills, knowledge and social interaction by contributing to the provision of positive activities and services. (40%) Creating a culture of active participation among young people in all aspects of the project so as to develop experience and confidence in their contribution towards making things happen. (15%) To be responsible under supervision, for managing workload. (10%) To take responsibility for recording and reporting youth work undertaken. (10%) 	

	<ul style="list-style-type: none"> ▪ To participate in training and staff development opportunities as agreed. (5%) ▪ To complete course work associated with agreed training opportunities. (5%) ▪ To take part in regular supervision sessions as agreed with the supervisor. (5%) ▪ To take part in team meetings and city-wide meetings as appropriate. (5%) ▪ To undertake all work with regard for Health and Safety, Equal Opportunities and other Plymouth City Council policies (5%) ▪ Carry out other duties appropriate to the grade of the post
Essential qualifications/ knowledge	<ul style="list-style-type: none"> ▪ Two GCSEs A* - C / 9-4 in English and Mathematics or equivalent ▪ Willingness to complete the qualifications which form part of the apprenticeship
Desirable qualifications/ knowledge	<ul style="list-style-type: none"> ▪ Understanding of the importance of confidentiality.
Essential experience	<ul style="list-style-type: none"> ▪
Desirable experience	<ul style="list-style-type: none"> ▪ To have experience with working with children and young people.
Essential skills	<ul style="list-style-type: none"> ▪ Good communication skills and the ability to communicate with young people ▪ Able to organise your own time and work to deadlines. ▪ Ability to present information clearly, in writing and verbally. ▪ Ability to keep accurate records and present written reports. ▪ Ability to maintain and develop good working relationships with colleagues across a range of organisations. ▪ Ability to work within corporate policies, including the Equal Opportunities policy, to ensure anti-discriminatory practice.
Corporate standards	
<ul style="list-style-type: none"> ▪ In accordance with Council policies and guidance on information management and security, it is your personal responsibility for data protection, client confidentiality and information governance. ▪ Act at all times in accordance with appropriate legislation and regulations, codes of practice, the provisions of the Council's constitution and its policies and procedures. ▪ Work within the requirements of the Council's Health and Safety policy, performance standards, safe systems of work and procedures. ▪ Undertake all duties with due regard to the corporate equalities policy and relevant legislation. 	