

Job Outline

Post: Youth Support Officer

Location: Inverness

Hours: Variable

Duration: Casual

Cluster: PEOPLE

Grade: HC5

Contact Name: Shannon Kelly

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Job Purpose

To deliver a programme of youth work activities, events and services which meet the social, educational, emotional, behavioural and developmental needs of individuals and groups of young people.

RESPONSIBLE TO: Youth Development Officer and Area Youth Officer

Job Description – Key Duties and Responsibilities

KEY DUTIES AND RESPONSIBILITIES INCLUDE:

1. To support the Youth Development Officer in the programming of youth work in the area.
2. To establish and maintain contact with young people in a range of settings, including centre based, schools, group work, outreach and detached.
3. To provide 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 delivery plans are in place which reflect local and national guidance and priorities.

5. To lead, support and motivate Assistant Youth Workers and volunteers ensuring they receive clear work plans and regular supervision.
6. To carry out the planning, delivery, monitoring and evaluation of local youth work programmes.
7. To be responsible for the smooth running of sessions including the recording of sessions on the management information system.

Other Duties

Other Duties: You may be required to perform duties, appropriate to the post, other than those given in the job specification. The particular duties and responsibilities attached to posts may also be varied without changing the general character of the duties or the level of responsibility entailed. Such variations are a common occurrence and would not themselves justify reconsideration of the grading. As a result of such variations it will be necessary to update this job specification from time to time.

Person Specification

Essential Attributes

In order to be able to carry out the duties of this post effectively and safely, candidates will be able to provide evidence of the following:-

EXPERIENCE

- 1) Experience - 2 years or more of working with young people in informal and challenging settings

EDUCATION AND QUALIFICATIONS

- 1) Evidence of training undertaken related to children and young people that promotes an understanding of engagement with vulnerable young people.
- 2) A good level of literacy and numeracy.

SKILLS/ATTRIBUTES GENERAL

- 1) Good written and oral communication skills
- 2) Ability to use ICT
- 3) Ability to undertake training
- 4) An understanding and compliance with confidentiality requirements

SKILLS/ABILITIES SPECIFIC TO THE POST

- 1) Have a good understanding of the needs of young people from all background.
- 2) An ability to relate to young people in order to build trusting relationships with them, promoting open and honest communication for the benefit of the young person's outcomes.

INTERPERSONAL AND SOCIAL SKILLS

- 1) Be comfortable in working with communities, understand and be proactive around community-based learning
- 2) Ability to work collaboratively, adopting an open and inclusive approach to new ways of working.

Health and Safety

Health & Safety is an integral part of any role within the Highland Council. As such we would expect that all employees:

- Become familiar with Violent Incident and Accident reporting procedures and comply with them.
- Undertake a continual program of Risk Assessment in relation to their role within Highland Council.
- Have an understanding of the importance of Health and Safety in the workplace and familiarise themselves with the Highland Council's Health & Safety Procedures.



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