

Post: Assistant Youth Worker

Location: Inverness

Hours: Variable

Duration: Casual

Cluster: People

Grade: HC4

Contact Name: Shannon Kelly

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Job Purpose

RESPONSIBLE TO: Youth Development Officer and Youth Support Officer

RESPONSIBLE FOR: Supporting services for young people

Develop good relationships with young people.

Deliver youth work in a variety of informal settings.

Involve young people in decision making with respect to programme planning and development.

Job Description – Key Duties and Responsibilities

1. Develop positive relationships with young people based on an understanding of the youth workers role.
2. Create opportunities, which enable young people to take responsibility, make decisions and explore the outcomes of these decisions.
3. Create opportunities for young people to explore issues that are important to them and enable them to make informed choices about their actions and their lives.
4. To enable young people to adopt positive relationships with their peers and adults.
5. Create opportunities for young people to participate in wider community activities/issues.
6. Create opportunities for young people to have fun, have new experiences and gain new skills.
7. Facilitate the young people to play a part in programme design and implementation.
8. Assist in the planning and delivery of quality learning opportunities and activities.

9. Ensure that young people have access to relevant information, advice and support as necessary.
10. Carry out risk assessments to ensure safe environment
11. To consider equal opportunities in all aspects of work.
12. Attend supervision sessions with line manager
13. Attend training sessions and staff meetings as appropriate.
14. Other appropriate duties as requested by line manager.

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:

1. KNOWLEDGE

1. Good level of general education
2. Knowledge of issues relating to young people
3. Equal Opportunities

2. EXPERIENCE

1. Experience of working with young people
2. Experience of planning and delivering quality learning opportunities and activities

3. SKILLS

1. Ability to relate to young people
2. Have skills to pass on to young people e.g. music, crafts, drama, arts, sports, photography

4. PERSONAL AND SOCIAL SKILLS

1. Good level of communication skills
2. Willingness to work flexible hours
3. Ability to work as part of a team
4. Sense of humour

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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