

Job Description

JOB TITLE:	Senior Youth Worker (Universal ‘Safe Spaces’)
GRADE:	I
POST NUMBER:	TBC
DIRECTORATE:	Children’s Services
SERVICE:	Young Tower Hamlets
RESPONSIBLE TO :	Team Manager (Universal ‘Safe Spaces’)
RESPONSIBLE FOR:	<ul style="list-style-type: none"> • Up to 7 direct reports • Overall responsible for approximately 19 officers
	<p>This post requires a DBS check:</p> <ul style="list-style-type: none"> • Enhanced with Barred list check (Both Adult and Child Workforce). <p>This post is not politically restricted.</p>
JOB SUMMARY:	<p>This post will be responsible for supporting the Team Manager (Universal ‘Safe Spaces’) regarding the effective day-to-day operational delivery of several universal ‘safe spaces’ across the borough as part of the Young Tower Hamlets offer. This includes the line management of Youth Support Workers-in-Charge who have a lead role in the delivery of face-to-face universal sessions with young people.</p> <p>The post holder will ensure that the universal ‘safe spaces’ within their portfolio are delivered to the highest standards, effectively meeting the holistic developmental needs of Tower Hamlets young people and achieve positive outcomes for young people.</p> <p>As part of the Young Tower Hamlets offer there will be ‘safe spaces’ for young people aged 11-to-19 years old (extending up to 25 years old for young people with special educational needs or disabilities) in every ward throughout the borough. The offer directly supports the aim and outcomes of Tower Hamlets strategy to reduce violence, vulnerability and exploitation affecting young people through providing young people with accessible safe spaces to go, positive and educational activities for young people to participate in and access to additional support from skilled youth workers.</p>

ROLE REQUIREMENTS:	
1.	To contribute to the continuous development of a borough-wide Youth Work Strategy and Delivery Model including the effective implementation and evaluation of these in the universal 'safe spaces' area.
2.	To be responsible for leading Youth Support Workers-in-Charge in all aspects of delivering effective universal 'safe spaces' sessions for young people.
3.	To implement operational rotas ensuring there is sufficient staffing in compliance with identified minimum staffing ratios relevant to each universal 'safe spaces' setting. Also, collaborating with the wider Young Tower Hamlets leadership and management team to ensure that the offer is sufficiently staffed at a borough wide level.
4.	To plan year-round programme plans in collaboration with Youth Support Workers-in-Charge, Youth Support Workers and Volunteers. Ensuring that plans are varied, informed by the youth work curriculum, asset based, co-produced and responsive to the local needs of young people across the universal 'safe spaces' setting within your portfolio.
5.	To plan and implement universal 'safe space' sessions which actively includes and engages vulnerable young people in accessing the offer. This includes children we look after, children leaving care, young carers, young people with special educational needs or disabilities, young people vulnerable to exploitation and children in the youth justice system.
6.	To ensure that practice across the universal 'safe spaces' offer effectively achieves engagement with young people to facilitate their holistic personal, social, emotional and educational development.
7.	To ensure that practice and provision across the universal 'safe spaces' offer is accessible and provides equitable opportunities for all young people. This is underpinned by principles of social justice, equality and rights as well as embracing and celebrating diversity in all its forms.
8.	To fulfil the role of Designated Safeguarding Lead (DSL) as well as ensuring that all safeguarding concerns are raised with the Team Manager and/or Group Manager.
9.	To support the Team Manager in ensuring the health and safety of universal 'safe spaces' is compliant and applied operationally into practice as part of providing young people, staff and volunteers with safe on-site and off-site provision. This includes ensuring that relevant policies, procedures, guidance, risk assessments, reporting mechanisms and

	training are in place and adhered to. Also, working in partnership with relevant internal and external partners (e.g. health & safety and facilities management).
10.	To support with building duties which may include the opening and closing of buildings for session delivery as well as undertaking relevant health and safety tasks.
11.	To support the Team Manager regarding effective communication as part of an agreed strategy with all staff and volunteers in the team and contribute to the implementation of the wider communication strategy within the service, Council, community and partners. This includes providing timely information about the offer/activities associated with universal 'safe spaces' delivery.
12.	To provide information, advice, guidance and support to the universal 'safe spaces' youth work team regarding the development and delivery of youth work standards, practices and outcomes.
13.	To ensure that as part of planning and evaluation of the universal 'safe spaces' offer that participation of young people is at the heart of practice, so their voices and experiences are heard and understood. This will meaningfully inform the delivery of a high-quality, individualised and responsive service for young people.
14.	To establish, develop and maintain effective partnership work with a range of internal Council services and external agencies to ensure that other services for young people are aware of the universal 'safe spaces' offer, support with promoting the offer to young people and families as well as contribute to the delivery of joint initiatives for young people
15.	To operate as a member of the Young Tower Hamlets leadership and management team, working alongside other senior youth workers and managers to deliver a high quality and impactful offer for young people.
16.	To ensure that operationally the universal 'safe spaces' offer effectively compliments and contributes towards other partnership priorities (e.g. Early Help & Family Hubs) as part of an integrated offer for young people and families.
17.	To attend and participate in team, service, division and directorate meetings relevant to role as required.
18.	To attend and participate in supervision, appraisals and training relevant to role as required.
19.	To be responsible for the production and presenting of relevant reports an operational level.
20.	To keep abreast of legislative guidance, policy developments, good practice and other initiatives as they relate to Youth Work ensuring that these are directed into the service and partnership ways of working.

21.	To maintain personal and professional development to meet the changing demands of the role and participate in appropriate workforce development activities including the council's performance, development and review scheme.
22.	To ensure that all duties and responsibilities are discharged in accordance with the council's policies and procedures, Code of Conduct and relevant regulations and legislation. To comply with the council's equal opportunities and diversity policies ensuring anti-discriminatory practice within the service area.
23.	To undertake additional duties that may arise from time-to-time commensurate with the grade of the post. This may include working across other areas of the Young Tower Hamlets as/when required (e.g. detached youth work and sports).
24.	The requirement of this role includes primarily working evenings and weekends.
CORPORATE RESPONSIBILITIES	
25.	Actively contribute to the council's priorities and outcomes in a way that promotes a 'one organisation' approach.
26.	Develop and maintain positive relationships with colleagues, stakeholders, and communities to ensure the council and the directorate strategic priorities are effectively implemented.
27.	Promote equality among all staff and ensure that services are delivered in a non-discriminatory way, that is inclusive of all disadvantaged groups.
28.	Support organisational change and learning, following and implementing appropriate systems of self-development, communication and engagement, quality measures, monitoring and review in delivering the functions of the role.
29.	Promote sustainability, including encouraging a culture of innovation and accountability amongst all council staff.
30.	Deputising where applicable for the Team Manager.
PEOPLE	
31.	To directly line manage the allocated posts within the universal 'safe spaces' area.
32.	To be responsible for modelling and embedding practice which is underpinned by the Council's and youth work ethics, values, beliefs and principles.
33.	To work collaboratively as part of the Young Tower Hamlets leadership and management team to ensure that effective partnerships are made and maintained with internal and

	external stakeholders. This includes supporting the Team Manager to achieve representation of Young Tower Hamlets on various operational boards to ensure that links related to young people and youth work are in place.
34.	To ensure that in your area effective recruitment, induction and line management of all staff and volunteers from a range of professional backgrounds reflecting the diversity of the community are well managed and that they are effectively undertaking the duties assigned to them as well as applying the Council's associated policies and procedures (e.g. probation, managing performance, appraisal, attendance management and disciplinary).
35.	To take joint responsibility in collaboration with other Senior Youth Workers and/or Team Managers in the planning, delivery and evaluation of in-house training.
36.	To act as the key operational link between Young Tower Hamlets and all relevant structures, teams, and meetings within the borough. This includes representing Young Tower Hamlets on a range of forums and ensuring the work of Young Tower Hamlets links appropriately with the Borough Plan and Youth Work Strategy.
FINANCE	
37.	To support the Team Manager in identifying and applying for external sources of funding to enhance the universal 'safe spaces' offer for young people.
38.	To be accountable for undertaking all duties according to the Council's agreed policies and procedures, standing orders and financial regulation.
Service	
39.	To develop, implement and evaluate the Youth Work Curriculum across the universal 'safe spaces' offer within your portfolio.
40.	To be responsible for undertaking quality assurance activities in the universal 'safe spaces' area as part of having a comprehensive understanding of the quality of practice across the universal 'safe spaces' offer within your portfolio as well as contributing towards quality assurance at a borough wide level.
41.	To be responsible for supporting the Team Manager regarding the planning, implementation and evaluation of the workforce development strategy and plan for staff and volunteers in the universal 'safe spaces' team to ensure that everyone has the relevant qualifications, knowledge and skills to effectively perform their roles.

42.	To ensure that the practice within the universal 'safe spaces' delivery is informed by the national body for youth work in England (e.g. Youth Work Curriculum, Occupational Standards, Quality Standards and Outcomes Framework) and tailored to meet the needs of young people locally.
43.	To be responsible for leading a culture of continuous learning that enables staff to achieve their full potential and therefore improve outcomes for Tower Hamlets young people and families.
44.	To be responsible for supporting the Team Manager to ensure that any action plans which comprise part of the Young Tower Hamlets strategic plan, quality assurance activities and performance data are carried out and contribute to driving up the performance of the whole youth service for young people.
45.	To be responsible for ensuring that the Council's youth service complies with the Council's policies and procedures as they relate to recruitment, safeguarding, diversity and equality, and health and safety; ensuring that these are embedded in the Service's ways of working.
PERFORMANCE	
46.	To support the Team Manager in ensuring that the universal 'safe spaces' delivery provides robust evidence of outcomes and impact linked to quality assurance activities, performance data, self-assessments and reviews.
47.	To ensure that as part of universal 'safe space' programmes there are a diverse range of opportunities for accreditation of young people's learning in line with the service targets.
48.	To ensure that staff and volunteers are sufficiently trained and effectively use of the youth work service management information systems, utilising data to monitor outcomes/impact and inform decision-making leading to continuous improvements of services to young people.
49.	To ensure that accident and incident reporting requirements are complied with as well as supporting the Team Manager to ensure that learning is harnessed as part of further safeguarding young people, staff and volunteers.
50.	To determine appropriate utilisation of key resources, such as staff, budgets, physical assets, to deliver priorities within the area accountable for.
51.	To support all inspection activity, including readiness for inspection and support during inspections including Ofsted

	(Children’s Services), HM Inspectorate of Probation (Youth Justice Service) and the Special Educational Needs and Disabilities Local Area Inspection.
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OTHER CONDITIONS:

To maintain personal and professional development to meet the changing demands of the job and participate in appropriate training/development activities including the council’s ‘My Annual Review’ scheme.

To engage and develop all staff in the team to ensure they have clear personal development plans.

Ensure that all duties and responsibilities are discharged in accordance with the council’s policies and procedures, Code of Conduct and relevant regulations and legislation.

To comply with the council’s equal opportunities and diversity policies ensuring anti-discriminatory practice within the service area.

To undertake additional duties that may arise from time to time commensurate with the grade of the post.

This role requires that the post holder is available on call including evenings and weekends.

Person Specification

Person Specification for the Post of	Essential (E) or Desirable (D) (if applicable)	Method of Assessment A= Application Form T= Test I= Interview

Knowledge	Knowledge of current developments and of key national policy drivers, legislation and broader influences related to the role.	E	A/I
	Understanding of the key principals of good youth work practice, with the ability to link theory to practice.	E	A/I
	An in-depth knowledge of youth service delivery at a practice level including the specific context of universal provision for young people.	E	A/I
	A strong understanding and application of safeguarding practices which effectively safeguard children, young people and vulnerable adults.	E	A/I
Qualifications & Experience	A relevant degree or professional qualification in youth work, youth justice, probation or social work (SWE registered).	E	A/I
	Experience of working within and undertaking a lead role in delivering universal provision for young people.	E	A/I
	Experience of line managing staff and/or volunteers working across a range of a range of settings.	E	A/I
	Experience of delivering services for young people in an inner urban area with complex social needs and disadvantage.	E	A/I
	Experience of evidencing commitment to inclusion,	E	A/I

	<p>equality and equity of opportunity and delivery of improved outcomes for disadvantaged groups.</p> <p>Experience of establishing, developing and maintaining effective partnerships with internal and external stakeholders which contributes to effectively safeguarding and supporting young people.</p> <p>Experience of developing project bids and securing external funding and managing budgets.</p> <p>Experience of evaluating quality of effective practice, performance and continuous improvement.</p>	<p>E</p> <p>D</p> <p>E</p>	<p>A/I</p> <p>A/I</p> <p>A/T/I</p>
<p>Living the TOWER Values sets out the essential behaviours required of all staff.</p>		<p>They are aligned to the organisation's five TOWER Values</p>	
<p>We work TOGETHER across boundaries and with partners to achieve the best outcomes for Tower Hamlets</p>	<p>Ability to establish and develop positive and effective partnerships.</p> <p>Strong leadership skills with ability to adopt approaches. The post holder will seek out new initiatives for partnership working in the delivery of services in accordance with national best practice and council policies and work appropriately with elected members, chief officers, external agencies, community groups and individuals.</p>	<p>E</p> <p>E</p>	<p>A/I</p> <p>A/I</p>

We are OPEN and transparent.	Ability to be able to communicate clearly and concisely, both orally and in writing.	E	A/I/T
	Ability to comprehend complex issues and write clear, concise reports and plans to deadlines.	E	A/I/T
	Thinks about the people they communicate with and adjusts their style accordingly.	E	A/I
	Ability to work through problems, evaluate risks and offer practical solutions.	E	A/I/T
We are WILLING to challenge, innovate and be accountable	Ability to effectively manage and control budgets and other resources.	E	A/I
We empower each other to be EXCELLENT and go the extra mile.	Ability to listen and respond to customer needs and increase young people's involvement in the Young Tower Hamlets and in their communities.	E	A/I/T
	Ability to deal tactfully with a wide range of people and issues in a political context.	E	A/I
	Ability to coach, mentor, and support staff in personal and professional development	E	A/I
We RESPECT all communities; they are the heart of everything we do.	Ability to listen and respond to customer needs and increase young people's involvement in the Youth Service and in their communities	E	A/I
Additional Requirements	(Examples provided below)	E	A

	<p>Ability to work evenings, weekends, and school holiday periods in line with business needs, with notice, unless there is good reason where this is not possible.</p> <p>To comply with the requirement to carry out a DBS check on this role.</p> <p>To comply with the requirements relating to political restrictions for this role.</p>	<p>E</p> <p>E</p>	<p>A</p> <p>A</p>
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