

**Vision Business Support Services is a subsidiary company of West Nottinghamshire College.**

**Youth Worker x 3 positions  
37 hours per week, Fixed Term until June 2023  
Ref: VBSS 21.30**

## **1. The Appointment**

The successful candidate will be excellent at engaging with and motivating young people who may be vulnerable and often have had previously poor experiences of education and who may, at times, present challenging behaviour. Some young people may have special educational needs and disabilities (SEND). The post's responsibilities will centre on ensuring young people who have enrolled on college programmes and courses across the college's curriculum are able to settle as students and feel both fully supported and valued. That these new students fully engage in their learning, own their achievement and progress and stay in learning. That these learners thrive throughout the planned duration of their programmes. That any barriers and blocks to their full inclusion and swift progress are swiftly overcome to enable them to excel.

The successful post-holder will have experience of working with, supporting, and engaging 'hard to reach' young people on a one to one basis and in a group setting. Experience in deploying a broad range of formal and informal youth work skills to enable young people to accurately identify and strive to achieve challenging personal and social development goals is essential. The post demands individuals who are able to work confidently and effectively with a range of internal colleagues across the college and external organisations with, and on behalf of, young people. Effective and timely advocacy, communication and interpersonal skills are of paramount importance in this role.

This is an exciting and challenging role for a highly motivated, dynamic and creative individual who is passionate about enabling young people to make positive changes in their lives including fully engaging in learning. An individual who recognises the power of effective education in improving life chances for young people.

The post-holder will 'champion' and 'shadow' a cohort of targeted young people who have enrolled as students throughout each academic year. To ensure these students flourish during their time at college, the post-holder will liaise on a daily basis with a broad range of staff including heads of department, teachers, trainers, specialist support teams. The responsibilities include;

- Acting as an advocate with and on behalf of targeted young people with the relevant curriculum area's managers, teachers, trainers and staff to ensure students settle, stay in and thrive through their learning.
- Working alongside targeted students to ensure they fully grasp, commit to and meet the theoretical and practical expectations of their programmes and courses.
- Ensuring targeted students agree meaningful, challenging and achievable targets that are frequently monitored and reviewed in order to ensure they can excel.
- Working effectively to resolution with both students and the college's specialist support teams including learning support, attendance coaches, safeguarding leads if and when such needs arise.
- Liaising with students' families and/or carers if and when required. To ensure that parents/carers are made fully aware of their responsibilities to students' engagement and progress.
- Acting as an advocate with and on behalf of targeted students with relevant external organisations if and when the needs arise.

Good fluency in administrative and strong organisational skills including experience of effectively using databases, processing information and creating and presenting regular reports are essential.

The post-holder will be required to conduct outreach if and when required. This will be to liaise with students and their parents and/or carers as well as with external organisations. Any visit to targeted students' residences will always be in the presence of another appropriate adult college employee. You will also be required to conduct specific targeted detached youth work as and when needed to promote the college's provision during non-term time in the summer. All detached youth work activity will include a minimum of two adult college employees.

The role will require you to embed the college's values, **Respect, Integrity, Collaboration, High Expectations, Responsibility.**

## **2. The Post**

### **2.1 Main Duties and Responsibilities**

- a) To effectively engage with and motivate young people who may be vulnerable, may have SEND, often have had previously poor experiences of education and who may, at times, present challenging behaviour. To ensure they successfully enrol on college programmes and courses and are able to settle as students and feel both fully supported and valued throughout their time at the college.
- b) To work in a timely manner to ensure that targeted students thrive, fully engage in their learning, own their achievement and progress and stay in learning.
- c) To act as an advocate with and on behalf of targeted students and ensure that any barriers and blocks to their full inclusion and swift progress are swiftly overcome to enable them to excel.
- d) To deploy a broad range of formal and informal youth work skills to enable young people to accurately identify and strive to achieve challenging personal and social development goals.
- e) To work confidently and effectively with a range of internal colleagues across the college and external organisations with, and on behalf of, young people.
- f) To ensure targeted students agree meaningful, challenging and achievable targets that are frequently monitored and reviewed in order to ensure they can excel.
- g) To work effectively with both students and the college's specialist support teams including learning support, attendance coaches, safeguarding leads if and when such needs arise, and secure timely resolution to any concerns and issues.
- h) To liaise with students' families and/or carers if and when required. To ensure that parents/carers are made fully aware of their responsibilities to students' engagement and progress.
- i) To maintain clear and concise records of all work with all targeted students and to share appropriately and sensitively with the appropriate college colleagues as and when required.
- j) To use IT systems to compile, produce and present reports, often to tight timescales, using word processing and record information including statistical data.
- k) To conduct outreach if and when required, particularly in the need to liaise with students and their parents and/or carers as well as with external organisations.
- l) To deliver bespoke individual and group work sessions and effectively promote targeted students' personal and social development knowledge and skills.

- m) To conduct specific targeted detached youth work as and when required to promote the college's provision during non-term time in the summer.
- n) Provide a visible presence in communal spaces in order to build positive trusting relationships with students.
- o) To maintain appropriate confidentiality and discretion at all times.
- p) Ensure that the recording of meetings/interventions is input onto the college's system in a timely manner.
- q) To support the college's enrolment, induction and other events when required to do so.

## 2.2 Other Responsibilities

- a) To uphold and promote college policies and procedures, promoting those specifically applicable to this area of work and also including the Health and Safety and Equality and Diversity policies and procedures and attend training as requested.
- b) To comply with the college's own safeguarding policy and practices and attend training as requested.
- c) To keep up to date, so far as necessary, for the efficient executing of the job, with new legislation, procedures and techniques.
- d) To be conversant with and participate in activities and developments at college, regional and national level which are relevant to the post.
- e) To present and promote an appropriate public image in representing the college.
- f) To undertake any other duties as may reasonably be required commensurate with the post.

## 3. Skills, Qualities & Knowledge

	Essential	Desirable
<b>Qualifications:</b>		
Level 3 or higher qualification in a professional qualification relevant to the post such as youth work or teaching or other relevant qualification (or willing to work towards)		✓
English GCSE grade 4 or above or equivalent	✓	
Maths GCSE grade 4 or above or equivalent	✓	
Mental Health First Aid or Mental Health qualification at Level 2 or higher (or willing to work towards)		✓
Full Driving Licence	✓	
<b>Experience</b>		
Demonstrable experience of working effectively on an individual basis with young people who are vulnerable, SEND, and/or have previously poor experiences of previous education and who may, at times, present challenging behaviour		✓
Demonstrable experience of working successfully with groups of young people who are vulnerable, SEND and/or have previously poor experiences of previous education and who may, at times, present challenging behaviour	✓	
Demonstrable experience of deploying a broad range of formal and informal youth work skills to enable young people	✓	

	Essential	Desirable
to accurately identify and strive to achieve challenging personal and social development goals		
Demonstrable experience of successfully acting in an advocacy role with and on behalf of young people with a range of external organisations		✓
Experience of effectively promoting the value of education with hard to reach young people including through detached youth work in communities		✓
Experience of appropriately handling confidential information	✓	
Experience of regularly compiling and presenting reports to a broad range of stakeholders	✓	
<b>Skills /Knowledge</b>		
Demonstrate suitability to work with children and vulnerable adults including knowledge/understanding of safeguarding and DBS compliance	✓	
Proven understanding of the multiple barriers that some young people may face		✓
Proven understanding of the issues that may prevent some young people from fully participating in learning and making good progress	✓	
Proven understanding of techniques and approaches that effectively interest and motivate young people to engage in learning	✓	
Robust grasp of relevant organisations that work with young people in the Mansfield and Ashfield communities		✓
A high level of resilience	✓	
Excellent motivational skills	✓	
Ability to work under pressure and to meet deadlines	✓	
Accuracy and attention to detail	✓	
Excellent communication and interpersonal skills	✓	
Ability to build positive relationships	✓	
Good organisational, administrative skills including time management	✓	
Ability to work on own initiative or part of a team	✓	
Ability to deal positively with conflict situations and c challenging behaviours	✓	
<b>Qualities/Approach linked to college values</b>		
High levels of written and oral communication	✓	
Confidence in dealing with people of all ages and abilities/disabilities	✓	
Sensitive to and aware of cultural issues	✓	
Demonstrate a fully positive approach to equality and diversity and customer service	✓	
Demonstrate an ability to take responsibility for own and others' Health and Safety at work	✓	
Able to confidently handle difficult situations while remaining supportive and practical	✓	
Remain positive and approachable when faced with challenging situations	✓	

#### **4. Position within the College**

The post-holder will be accountable to the head of department for the relevant curriculum area.

#### **5. Terms & Conditions**

- a) The post is offered on a Vision Business Support Services Fixed Term contract.
- b) The salary will be VBSS Band 5, £22,044 per annum.
- c) The post-holder will be required to work 37 hours per week.
- d) You will be entitled to 25 days leave, plus bank holidays. Up to 5 days leave can be directed for efficiency closure.
- e) The Company operates a Scottish Widows Group Personal Pension Plan.
- e) The post-holder may be located at any West Nottinghamshire College Group site and may be expected to travel as required. However, they will be given reasonable notice of any change in your principal place of work and be fully consulted.

#### **6. The Application**

Individuals with the appropriate experience, qualifications and personal qualities are invited to complete an online application form by **5pm on Friday 2<sup>nd</sup> July 2021.**

**THE COLLEGE PROMOTES EQUALITY OF OPPORTUNITY AND WELCOMES APPLICATIONS FROM ALL SECTORS OF SOCIETY.**

**The college is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment. Posts are all subject to DBS check. The successful candidate will be required to pay for the DBS check themselves, the cost will automatically be deducted from their first salary payment. This is currently £44.**

**It is an offence for anyone who is barred by the ISA from working with children and or vulnerable adults to apply for this position.**