

**Job Description****Education Directorate**

Post Title	Team Leader- Youth Service (Education, Employment & Training)		
Post Number	BG11746	Grade	8
Base	Agile	Hours of Work	37 hours per week
Car User Allowance	Approved	Disclosure	Enhanced
Contact	Ben Arnold	Updated	October 2024

This post is funded by the Shared Prosperity Fund (SPF)

Principal Job Purpose

Responsible to: Youth Service Team Manager- Education, Employment & Training

Responsible for: Supporting the day to day operations, allocations and management of the (KS3/KS4) team of youth workers in the Blaenau Gwent Youth Service (BGYS) SPF Project.

Principal Accountabilities

1. To support the youth workers to meet the outcomes for the 11-16 element of the BGYS SPF project.
2. To support the implementation of developments for the 11-16 element of the BGYS SPF project, including maintaining strong links with schools.
3. To support the BGYS SPF youth workers linked to the 11-16 element of the project including supervising and management of case and group work.
4. To contribute to the Blaenau Gwent Youth Engagement and Progression Framework Action Plan and to play an active role within the NEETs Practitioner Forum.
5. To support the BGYS SPF youth workers to add significant value to Youth Engagement and Progression Framework, ensuring avoidance of duplication and addressing gaps in provision.

6. To support the development of mutually supportive links with all relevant partners to ensure appropriate continuity and progression for eligible young people.
7. To gather relevant information for monthly and quarterly reports linked to the 11-16 element of the BGYS SPF Project for the Youth Service Team Manager -EET.
8. To monitor and implement guidance linked to financial profiles/plans.
9. To ensure the 11-16 BGYS SPF youth workers provide individual mentoring, one to one support, group work activities, information and guidance to young people at risk of becoming NEET as and when required.
10. To support and develop evening and community provision within Blaenau Gwent Youth Service.
11. To keep up to date with relevant legislation, guidance and good practice and implement accordingly.
12. To comply with the relevant sections of the Authority's policy statement on Health, Safety and Welfare at Work.
13. To adhere to the principles of the Corporate Equality Policy and ensure commitment to anti-discriminatory practice.
14. To carry out any other duties as may from time to time be required, as directed by your line manager.

Person Specification – Supervisory

1. Qualifications & experience

Qualifications/relevant experience	Assessment Method				
	Essential / Desirable	Application Form	Interview	Other (please specify)	Probationary Period
Professionally Qualified in Youth Work & registered with Education Workforce Council as a "Youth Worker"	Essential	✓			6 months
Risk assessment training for activities and staff	Desirable	✓			
Staff supervision training	Desirable	✓			
Higher degree/management qualifications Ability to use ICT systems	Desirable	✓			6 months
Other experience					
Proven experience of supporting staff and their performance in a youth work setting	Essential	✓	✓		6 months
Experience of externally funded projects	Desirable	✓	✓		6 months
Experience of strategic planning, budget management and monitoring and evaluation of projects	Desirable		✓		6 months
Experience of working in partnership with a range of other departments and agencies	Desirable		✓		6 months
Experience of direct work with young people in a variety of settings	Essential		✓		6 months
Proven experience of supervising and managing staff with caseloads	Desirable		✓		6 months
Knowledge/Skills					
Excellent interpersonal / communication skills with the ability to relate to and enthuse young people	Essential	✓	✓		6 months
Understanding of the current relevant legislation and guidance of Youth Work in Wales	Essential	✓			6 months
Knowledge of appropriate interventions to support hard to reach young people	Essential		✓		6 months
Knowledge of current legislation and guidance in relation to the NEET's agenda	Essential	✓	✓		6 months
An excellent working knowledge of child protection procedures, equalities, information sharing and trained to Safeguarding level 2	Essential		✓		6 months
Knowledge of local services available to support young people who may be NEET	Desirable	✓	✓		6 months
Excellent team leadership and interpersonal skills with the ability to motivate staff	Essential	✓	✓		6 months
Experience of report writing	Desirable	✓			6 months

2. Special Requirements

2. Special Requirements	Essential / Desirable	Application Form	Interview	Other (please specify)	Probationary Period
Welsh Language Ability	Desirable	✓	✓		
Full driving Licence and access to a vehicle for work purposes	Essential	✓			6 months
To be able to work unsociable hours as required including occasional weekends	Essential	✓			6 months

3. Personal Competencies

All competencies are regarded as essential, although it is recognised that some may be achieved over a period of time. All employees are expected to continually develop their competencies in line with the appropriate framework.

In addition to those assessed as part of the recruitment process, competencies will be assessed during the probationary period and afterwards through the Authority's performance coaching scheme.

Topic	Competencies	Assessment Method			
		App. Form	Interview	Other e.g. presentation, discussion group, simulation, etc (please specify)	Probationary Period/ Performance Coaching
Managing the Team	Sets an example to the team by own approach and attitude				✓
	Gets the best out of people by developing the skills, experience, and ambition of self and team				✓
	Ensures equality & diversity issues are integral to service delivery		✓		✓
	Recognises when it is necessary to take a firm but appropriate line		✓		✓
	Supports & encourages good work-life balance in the team				✓

Topic	Competencies	Assessment Method			
		App. Form	Interview	Other e.g. presentation, discussion group, simulation, etc (please specify)	Probationary Period/ Performance Coaching
Delivering a Continually Improving Service	Ensures the team understand how they contribute to achieving operational objectives				✓
	Is focused on continually improving performance of self and team and gives regular, constructive feedback on team/individual performance				✓
	Challenges poor performance appropriately		✓		✓
	Is positive about improving the service and identifies potential benefits for the citizen				✓
	Consults team and others,				✓

	inside and outside the organisation, for improvement ideas				
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Topic	Competencies	Assessment Method			
		App. Form	Interview	Other e.g. presentation, discussion group, simulation, etc (please specify)	Probationary Period/ Performance Coaching
Communicating	Uses appropriate and precise methods of communication				✓
	Communicates positively and respectfully				✓
	Checks others' understanding				✓
	Clearly explains and justifies decisions made elsewhere				✓
	Encourages team members to think about and suggest improvements				✓

Topic	Competencies	Assessment Method			
		App. Form	Interview	Other e.g. presentation, discussion group, simulation, etc (please specify)	Probationary Period/ Performance Coaching
Making Informed Decisions	Considers implications of proposed decisions				✓
	Ensures decisions link to continually improving performance				✓
	Uses problem solving as a method of improving the service				✓
	Seeks clarification or challenges appropriately				✓
	Explains decisions appropriately				✓

Topic	Competencies	Assessment Method			
		App. Form	Interview	Other e.g. presentation, discussion group, simulation, etc (please specify)	Probationary Period/ Performance Coaching
Working Together	Understands the benefits of working together				✓
	Promotes and contributes to partnerships to continually improve services for the citizen				✓
	Networks effectively internally				✓

	and externally				
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Topic	Competencies	Assessment Method			
		App. Form	Interview	Other e.g. presentation, discussion group, simulation, etc (please specify)	Probationary Period/ Performance Coaching
Putting the Citizen First	Recognises the importance of the citizen's input to improving the service				✓
	Ensures team is focused on serving the citizen as the first priority		✓		✓
	Seeks feedback from the citizen on the quality and appropriateness of service delivery				✓
	Is positive about the organisation and the community it serves				✓