

# GROUNDWORK

CHANGING PLACES  
CHANGING LIVES



**NORTH  
OF TYNE**  
COMBINED  
AUTHORITY



## JOB DESCRIPTION

<b>JOB TITLE</b>	Youth Worker
<b>REPORTS TO:</b>	Project Manager – Northern Directions
<b>SALARY:</b>	£22,379 per annum
<b>HOURS OF WORK:</b>	37 hours per week
<b>LOCATION:</b>	Newcastle-upon-Tyne, North Tyneside and Northumberland
<b>DURATION:</b>	Fixed term contract until 31/10/2023
<b>RESPONSIBLE FOR:</b>	Supporting a caseload of young people to progress

### JOB SUMMARY

Northern Directions is an exciting new youth programme covering the North East Local Enterprise Partnership (NELEP) area, targeting deprived communities within Newcastle upon Tyne, North Tyneside and Northumberland funded by the European Social Fund (ESF) and the North Tyne Combined Authority (NTCA). This programme will support young NEET aged 16-24 to progress towards or into employment, training or education by providing a bespoke employability and personal development package designed around each young person's individual circumstances.

The post holder will work with vulnerable young people who have significant and complex barriers to help and support them to identify solutions and progress towards entry into education, employment or training. You will engage in effective multi-agency working with all agencies responsible for those in these cohorts and you will have significant experience of working with young people and employers. Dealing with a variety of youth project delivery tasks in a diverse and busy internal and external environment, ensuring deadlines are met whilst maintaining quality

This post is funded through ESF as part of the 2014-2020 European Structural and Investment Funds Growth Programme in England and North Tyne Combined Authority.

## KEY TASKS

### Key Area: Project Delivery

- To monitor and evaluate the progress of projects, providing reports as required for Trust management, external bodies and funders.
- To ensure timely and accurate submission of evidence and the preparation of monitoring reports to assist in the compilation of claims to for funders
- Engage with young people to identify barriers to their progression in life, in education, training and ultimately employment.
- Personal development support and coaching that will include assessment, action planning and goal setting using appropriate assessment tools to map progress against agreed milestones to progression.
- Management of a caseload of young people, ensuring that interventions are appropriate and timely and their progress is monitored with all contacts and progress reviews recorded as the contract dictates.
- Develop and maintain an understanding of the role and work of external agencies, service providers, employers and training providers and work with them to develop and deliver an effective, multi-agency approach to meet client needs.
- Develop and deliver a range of approaches and motivational programmes to engage clients who are not in Employment, Education or Training.
- Carry out assessments and subsequent referrals to other services and projects as appropriate
- Deliver job search activity
- Actively promote clients to Employer Engagement staff with a view to securing sustainable employment.
- Work closely with the Northern Directions Project Manager to ensure the successful delivery of the project
- Establish and develop face to face relationships with young people in targeted areas in line with the project's stated aims and objectives.
- Implement, lead and deliver programmes of engagement and participation which meet the long term personal, social and educational development needs of young people.
- Provide information, advice and guidance to young people, in relation to issues that are pertinent to them such as health, education, and employment.
- Support young people in articulating their views on issues which affect them and act as advocates on their behalf. Particularly to support children & young people's participation in local decision making.
- Promote environmental awareness through engaging young people to participate in environmental projects.

### Performance Targets

- Effective caseload management.
- Achievements of targets and outcomes imposed by all funders
- All reporting information completed and submitted as and when requested by Performance Lead/Assistant Performance Lead
- To contribute to the ongoing development of the Trust Business Plan.

### Quality Targets

- Performance Management System maintained and updated in line with contract and internal requirements.
- Customer Service Standards adhered to at all times.

### Additional Requirements:

- Integrate with wider team and share knowledge to benefit the holistic development of programmes.
- To operate in a pro-active and innovative manner, to generate solutions which support a diverse customer base into sustainable employment, maintaining a belief in the customers' ability to be employed throughout.
- Comply with all organisational policy and procedures.
- To be aware of, and assume the appropriate level of responsibility for, safeguarding and promoting the welfare of children, young people and vulnerable adults and to report any concerns in accordance with the organisation's safeguarding policies
- Ability to work outside normal office hours.
- Any other duties commensurate with the level of the post.