



# Job Description

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St. Helens Council

<b>Post:</b>	Youth and Play Worker
<b>Post Number:</b>	SYS12
<b>Department:</b>	People's Services
<b>Grade:</b>	SCP 14 - 17
<b>Responsible to:</b>	Youth Intervention Co-ordinator / Outdoor Education and Programmes Co-ordinator
<b>Responsible for:</b>	N/A

## **Purpose of the Post:**

To provide a challenging and full range of opportunities that are safe, creative and age appropriate that meets the full range of individual and group needs for children and young people aged 5 – 17 years

## **Duties and Responsibilities:**

1. To assist the Leader in Charge in the provision of safe, creative and age appropriate opportunities that respond to the identified needs of individuals and groups.
2. Facilitate children and young people's learning and their personal and social development.
3. Work effectively with groups of children and young people in a variety of settings, which includes identifying issues that need addressing and managing behaviour.
4. Develop and deliver an effective and efficient action plan/curriculum in response to children and young people's needs.
5. Enable young people to organise and take increased responsibility for activities, events and projects.
6. Work in ways that promote equality of opportunity, participation, responsibility and citizenship.
7. To develop and maintain good relationships with parents and carers to facilitate day to day needs
8. Manage your work and create effective working relationships within your team setting.
9. Prioritise the safety of children and young people during service delivery.



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10. Compulsory attendance for Youth service staff meetings, conferences and training.
11. Work in line with the Quality Standards manual.
12. To assist with the monitoring and evaluation of service delivery.
13. To ensure that all relevant documentation is completed including attendance registers, accident and incident forms
14. To ensure that the Think Family Policy and procedures are implemented
15. To comply with the Council's safeguarding procedures
16. To set up and set down the equipment before the session and ensure that the equipment is used and stored properly to avoid unnecessary damage
17. To liaise and work in partnership with other agencies including Social Care, Police and Schools
18. To comply with the Council's Health & Safety Policy, and associated safe working procedures and guidelines.
19. To communicate the Health & safety Policy, procedures and guidelines to all employees within the remit of the post.
20. To comply with the Council's Comprehensive Equality Policy and ensure that it is implemented with the service area and amongst employees paid or voluntary within the remit of the post.
21. To be responsible for the implementation of the Council's Human Resource policies and procedures including Employee Relations.
22. To comply with the Council's Data Protection Policy and Code of Practice within the service area and amongst employees within the remit of the post.

**This post is subject to Disclosure.**

**This post is not Politically Restricted in accordance with the Local Government and Housing Act 1989 (as amended).**

**The details contained within this job description reflect the content of the job at the date it was prepared. However, it is inevitable that over time, the nature of the job may change. Existing duties may no longer be required and other duties may be gained**



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without changing the general nature of the post or the level of responsibility entailed. Consequently, the Council will expect to Revit his job description from time to time and will consult the post holder/s at the appropriate time.