



**EARLEY TOWN COUNCIL**  
**SENIOR YOUTH WORKER**  
Application Pack



## Recruitment of a Senior Youth Worker (P/T)

*Are you looking for a role within the local community?*

*Are you experienced in Youth Service Work?*

*Do you enjoy working with young people and making a difference?*

*Then this could be the role for you.*

**Salary Scale: SPC 13 - 17 (£22,627 – £24,419 pro rata) (depending upon experience and qualifications) plus Local Government Pension Scheme**

**16hrs per week (including evening and weekend work where necessary)**

Earley Town Council is seeking to appoint an experienced Senior Youth Worker to provide supervision, mentoring and guidance to our small Youth Service Team.

We are looking for someone who will work on improving our existing youth work provision and actively work with Youth Workers, Detached Youth Workers and Volunteers in driving the Council's youth work in a positive new direction.

The post holder must be an experienced youth worker bringing with them their enthusiasm of working with children and young people, along with fresh ideas to help develop a Youth Work strategy, establish new groups, activities and initiatives to meet the needs of young people in Earley.

This post is subject to a satisfactory DBS check.

The closing date for receipt of applications is **12pm noon on Monday 19<sup>th</sup> July 2021**.

*Only completed application forms will be accepted, please do not send CVs.*

Interviews will take place week **commencing 26<sup>th</sup> July 2021** (Interviews will be conducted in person)

For an informal discussion about the post contact Jo Friend, Town Clerk at Earley Town Council, Council Offices, Radstock Lane, Earley, Reading RG6 5UL, telephone 0118 986 8995 or email [townclerk@earley-tc.gov.uk](mailto:townclerk@earley-tc.gov.uk).

*Application forms available on the Earley Town Council website [www.earley-tc.gov.uk](http://www.earley-tc.gov.uk)*



## **JOB DESCRIPTION**

**Job Title:** Senior Youth Worker

**Accountable to:** Town Clerk

**Job Summary:** To supervise Earley Town Council's Youth Service Team, including Youth Workers, Detached Youth Workers and Volunteers.

### **Main Duties and Responsibilities:**

#### **Youth Provision**

1. To ensure that Earley Town Council's existing youth provision is fit for purpose and actively promote/publicise ETC's youth service in Earley.
2. To actively work with the Youth Workers, Detached Youth Workers and Volunteers in all areas of ETC's youth provision.
3. To participate in Youth Work and Detached Youth Work.
4. To promote the recruitment of volunteers.
5. To actively engage and build relationships with other local organisations such as local Schools, University, Churches, Just Around the Corner (JAC) and other local youth providers.
6. To provide the Town Clerk with regular updates/reports on our Youth Service provision.
7. To be mindful of Earley Town Council's Vision for youth provision.

#### **Supervision**

1. To carry out regular supervision meetings, appraisals and target setting for the Youth Service Team.
2. To act as a mentor and provide guidance to the Youth Service Team.
3. To identify to the Town Clerk where staff training may be required and identify appropriate training courses.
4. To assist the Deputy Town Clerk in keeping up to date records of annual leave, sickness etc.
5. To ensure that the Youth Service Team adhere to ETC policies and procedures.
6. To ensure DBS checks for the Youth Service Team are up to date.



### **Health & Safety**

1. To uphold Health & Safety requirements when carrying out all areas of youth work.
2. To ensure all risk assessments for the Youth Service are up to date and reviewed on a regular basis.

### **Safeguarding**

1. To ensure the safeguarding of children and young people and report any safeguarding matters appropriately.
2. To keep up to date with safeguarding legislation and guidelines.

### **Future Projects**

1. To work with the Town Clerk, Deputy Town Clerk and Youth Working Party over time to develop a Youth Work strategy, establishing new groups, activities, initiatives and resources to meet the needs of young people in Earley.

### **General**

1. To attend and provide updates at Youth Working Party meetings when required.
2. To attend training courses as appropriate and as required by the Town Clerk.

**This job description is not exhaustive and may be subject to review as the Council may direct.**



## SENIOR YOUTH WORKER - PERSON SPECIFICATION

<b>Essential knowledge, skills, abilities, experience</b>	<b>Desirable knowledge, skills, abilities and experience</b>
Educated to A Level	Professional or vocational qualification in Youth Provision.
Relevant experience working in youth provision service	ICT literate and competent user of standard Office ICT
Staff management and supervision	
Mentoring children, young people and staff	
Ability to identify potential new ideas and initiatives	
Well organised and confident; able to prioritise effectively; proactive	
Inspires trust and confidence; can build relationships with young people, staff, councillors, other organisations and the public. Strong interpersonal skills; able to relate and communicate with a wide range of people	
Good verbal communication skills. Good listener, motivator and influencer	
Self-motivated, energetic 'can do' attitude	
Able to work flexibly including evenings and weekends	Full, clean driving licence.



## **SENIOR YOUTH WORKER - TERMS & CONDITIONS**

<b>Salary</b>	SCP 13 – 17 (£22,627 - £24,419 per annum FTE) (depending upon experience and qualifications)
<b>Hours</b>	16 hours per week (including evening and weekend work where necessary)
<b>Payment of Salary</b>	Paid monthly by BACS on the 15 <sup>th</sup> of the month (half in advance/half in arrears)
<b>Probationary Period</b>	The post is subject to a probationary period of 26 weeks
<b>Conditions of Service</b>	In accordance with the National Joint Council for Local Government Services
<b>Pension</b>	Membership of the Local Government Pension Scheme is automatic. It is a defined benefit pension scheme based on a Career Average Revalued Earnings (CARE) basis.
<b>DBS Check</b>	The post is subject to a satisfactory DBS check.
<b>Driving Licence</b>	The post holder is required to hold a full valid driving licence.
<b>Place of Work</b>	Based at Earley Town Council Offices, Radstock Lane but will be required to visit other Council sites in Earley.
<b>Benefits</b>	The Town Council will sponsor any relevant job related training (subject to budget constraints).
<b>Leave Entitlement</b>	Annual leave starts at 22 working days (pro rata) plus two additional statutory days plus Bank Holidays and increases after five, seven and ten years of service. Continuity of relevant service will be honoured.
<b>Politically Sensitive</b>	This is a politically sensitive post. This means there are certain restrictions to observe relating to canvassing for political parties or taking up a political office. Further details are available on request. Please feel free to discuss this at interview.



## **About Earley Town Council**

Earley is the largest Parish, and designated a Town, within Wokingham Borough, a Unitary Authority in Berkshire. It is located on the east outskirts of Reading between the M4 and the River Thames. It serves a population of some 33,000 and provides a range of services: burial ground, parks, a nature reserve, ancient and community woodlands, allotments, several sports and community facilities. Earley has a long and interesting history dating from Roman times. The Town Council was established in 1974.

Earley Town Council's key policy objective is to deliver services of the highest quality whilst providing value for money by following the principles of best value. It will endeavour to promote the wishes of local residents through consultation and by representation to Wokingham Borough or other authorities as appropriate. The Town Council will act in the best interests of residents of Earley and will conduct its business in an open and democratic manner.

Please read the information in this document before you complete your application form.

You will need to make clear in your application form:

- Why you are interested in the position
- What relevant skills and experience you have (refer to the Job Description and Person Specification)

Please complete the application form in full as shortlisting will be based on the information provided in the form.

*Only completed application forms will be accepted, **please do not send CVs.***

References may be taken up for all shortlisted candidates.

Please return forms either:

- via email marked Private & Confidential to [townclerk@earley-tc.gov.uk](mailto:townclerk@earley-tc.gov.uk)
- or by post in a sealed envelope marked Private & Confidential to: Jo Friend, Town Clerk, Earley Town Council, Council Offices, Radstock Lane, Earley, Reading RG6 5UL

Earley Town Council is committed to Equality of Opportunity and actively welcomes applications from all sections of the community.