

Job Description

Directorate:	Education and Children's Services		
Service:	Early Help Service		
Location:	Various across Lancashire		
Salary range:	£24,121 - £26,341 (pro-rata) £23,496 - £23,825 (pro-rata)	Grade:	JNC 7-10 Qualified JNC 5-6 Unqualified
Reports to:	Professional Range Youth Worker or Youth Support Worker	Staff responsible for:	n/a

Job purpose and scope

Reporting to a Professional Range Youth Worker or Youth Support Worker, post holders will work collaboratively with colleagues across the team to support the delivery of regular youth provision, targeted projects and identified areas of curriculum or service for groups of young people. Post holders will be aligned to one of the nine delivery areas:

Lancaster
Wyre/Fylde
Preston
Chorley
South Ribble
West Lancashire
Hyndburn/Ribble Valley
Rossendale
Burnley
Pendle

Post holders will deliver youth work and associated services in a range of settings, including designated venues, project sites and detached locations, and contribute to strengthening youth participation within their area team.

They will deliver high quality informal education, prevention and early intervention activities which enable young people to develop personally and socially, make informed decisions, and participate positively within their community. The role contributes to enhancing young people's confidence, resilience and readiness for adulthood.

Post holders will build constructive, professional relationships with young people and model positive behaviours that promote respect, aspiration and personal responsibility. The role supports the continuous development and delivery of Early Help services for children, young people and families, in line with the vision set out by the Children and Families Partnership Board:

Children, young people and their families are safe, healthy and achieve their full potential.



This includes contributing towards the following outcomes:

Five Outcomes

1. Vulnerable children and young people are safe from harm and build resilience.
2. Children and young people achieve their full potential in education, learning and future employment.
3. Children and young people enjoy healthy lifestyles and know how to help others.
4. Children, young people and families have a voice in shaping the support they receive.
5. Children and young people live in Lancashire where they can enjoy a good quality of life, be happy and want to stay.

The Lancashire Mindset

Here at Lancashire County Council, we are helping to make Lancashire the best place to live, work, visit, and prosper. To help us achieve this, we have introduced the Lancashire Mindset: Growth, Ownership, Optimism, and Positive Impact. Adopting this mindset across the entire organisation not only brings our values to life but also emphasises the collective commitment to delivering the best for the people of Lancashire.

The Lancashire Mindset serves as a guiding force for a culture rooted in growth, ownership, optimism, and the commitment to making a meaningful positive impact.



Accountabilities/Responsibilities

1. Understand the needs and strengths of young people and deliver programmes related to health, lifestyle, relationships, safety, and personal development.
2. Deliver a range of activities that reflect identified needs and support young people across different settings.
3. Build positive, respectful relationships with young people, providing a safe and supportive environment in which they can explore their identity and place within the community.
4. Establish appropriate boundaries and address behaviour constructively to maintain a positive and inclusive group environment.
5. Undertake resource and building duties, including opening and securing venues, preparing resources and ensuring facilities are appropriate for delivery.
6. Support individual young people to increase their social inclusion, confidence and engagement.
7. Participate in training and development to maintain up to date knowledge of safeguarding, health and safety and local policy.
8. Undertake administrative tasks required to maintain effective and compliant youth work recording systems.

9. Uphold confidentiality and be able to explain clearly when information must be shared to protect a young person.
10. Demonstrate consistently high standards of practice, placing the needs and welfare of young people at the centre of all activity.
11. Identify opportunities for improving day to day procedures and contribute to team planning and service development.
12. Operate in accordance with service policies, procedures and recognised standards of youth work practice.
13. Monitor, review and evaluate personal performance through the County Council's Performance Engagement process and take appropriate action for improvement.
14. Actively promote and model the values, behaviours and corporate priorities of the Council in all aspects of work.

Other Requirements

- The role embraces a flexible working pattern, enabling the post-holder to engage with children, young people, and families at times when support is most meaningful, including some evening and weekend work.
- Duties take place across a range of indoor and outdoor environments, offering opportunities to work creatively in spaces that best support engagement and participation.

Key tasks illustrate the main expectations of the role, while recognising the post-holder's professional strengths and adaptability in contributing to wider service needs and undertaking other reasonable duties that enhance outcomes.

Other

- **Equal Opportunities**

We are committed to fostering an inclusive workplace where diversity is welcomed, valued, and celebrated. We actively encourage applications from people of all backgrounds and experiences, recognising that a diverse workforce strengthens our ability to deliver high quality services to our communities. We are dedicated to ensuring equality of opportunity in both our employment practices and the way we deliver services. All employees are expected to understand, uphold, and champion this commitment in their daily work, helping to create an environment where everyone feels respected, supported, and able to thrive. We welcome and actively encourage applicants from a diverse range of backgrounds, especially those with protected characteristics.

- **Health and safety**

All employees have a responsibility for their own health and safety and that of others when carrying out their duties and must help us to apply our general statement of health and safety policy.

- **Customer Focused**
We put our customers' needs and expectations at the heart of all that we do. We expect our employees to have a full understanding of those needs and expectations so that we can provide high quality, appropriate services at all times.
- **Safeguarding Commitment**
We are committed to protecting and promoting the welfare of children, young people and vulnerable adults.
- **Skills Pledge**
We are committed to developing the skills of our workforce. All employees will be supported to work towards a level 2 qualification in literacy and numeracy if they do not have one already.

Our Values

We expect all our employees to demonstrate and promote our values:

- **Supportive**
We are supportive of our customers and colleagues, recognising their contributions and making the best of their strengths to enable our communities to flourish.
- **Innovative**
We deliver the best services we possibly can, always looking for creative ways to do things better, putting the customer at the heart of our thinking, and being ambitious and focused on how we can deliver the best services now and in the future.
- **Respectful**
We treat colleagues, customers and partners with respect, listening to their views, empathising and valuing their diverse needs and perspectives, to be fair, open and honest in all that we do.
- **Collaborative**
We listen to, engage with, learn from and work with colleagues, partners and customers to help achieve the best outcomes for everyone.

Person Specification

All the following requirements are essential unless otherwise indicated by *

Your ability to meet the job requirements will initially be assessed by the information provided on your application but further assessment will be undertaken at interview and, in some cases, by using other types of assessment(s).

Requirements	Essential (E) or Desirable (D)	Identified by Application Form (A) or Interview (I)
Qualifications:		
NVQ/RVQ 2 minimum - Locally recognised JNC Qualification in Youth and Community Work (The option is held to appoint to this post where this essential qualification is not already in place. In such circumstances, the candidate will be expected to undertake this qualification within a reasonable period and will be appointed on the trainee scale (JNC 5-6) until this is achieved)	E	A
Professional and/or academic level 2 qualification or equivalent or substantial experience in a relevant technical, specialised or operational field	D	A
Experience:		
Experience of working with young people individually or in groups and in a variety of settings which demonstrate the ability to quickly engage young people, establish rapport and maintain positive relationships	D	A, I
Knowledge and Skills:		
Well-developed interpersonal skills, with the ability to establish and maintain good relationships with young people	E	A, I
Knowledge of the needs of adolescents and the contemporary issues that affect young people's lives.	E	A, I
Patience, tolerance, flexibility and a great deal of resilience	E	A, I
Group work skills	E	A, I
The ability to treat young people's concerns with respect, tact and sensitivity, while being aware of the limits that are required by confidentiality, (Fraser) competence and the boundaries that govern the youth/youth worker relationship	E	A, I
Working knowledge and understanding of the work practices, processes and procedures relevant to youth work	D	A, I

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Good written and verbal communication skills	E	A, I
Ability to work as member of a team.	E	A, I
Ability to drive County minibus, mobile centres and other vehicles and/or willingness to undergo MiDAS training	D	A, I
Ability to work flexibly and in the evenings. Occasional weekends & residential and during school holiday periods.	E	A, I
Other (including special requirements)		
1. Commitment to equality and diversity	E	I
2. Commitment to health and safety	E	I
3. Display the LCC values and behaviours at all times and actively promote them in others	E	I