

Directorate:	Children, Young People and Education
Division:	Early Help and Preventative Services
Grade:	KR4
Responsible to:	Youth Hub Delivery Manager (Open Access)

Purpose of the Job:

Responsible for supporting improvements in outcomes for children and/or young people through leading the delivery of positive activities and learning opportunities across Early Help open access centres, other community settings and outreach locations.

Support the delivery of Early Help services in collaboration with district Early Help colleagues and other partners to ensure that children and families are engaged with Early Help services where appropriate, and that services are delivered in line with statutory requirements.

Main duties and responsibilities:

1. Deliver, and support the planning of, high quality stimulating activities and opportunities that enable choice and supports young people to reach their full potential. Carry out evaluations as required.
2. Provide a safe, caring, welcoming and stimulating environment for young people including the maintenance of equipment and materials through risk assessments at relevant Early Help delivery points.
3. Actively support families to utilise open access services, particularly those target groups identified as being at risk of poorer outcomes, and ensure attendance is sustained and appropriately recorded.
4. Provide Early Help support to families needing an enhanced level of service and escalating any concerns in line with policies, procedures and practices that are in place.
5. Assist in establishing and facilitating user led groups and activities which promote the further development of young people.
6. Record and systematically monitor the progress of young people through the use of a variety of informed observations and other methods, using this information to improve practice and provision, and enabling young people to reach their full potential. Maintain all records to a high and consistent standard, in line with Policy.
7. Work with and support colleagues in enhancing young people's education

and social development with special attention being paid to fostering positive behaviour.

8. Provide support as required to Early Help colleagues to ensure a comprehensive and flexible welcoming service for staff, partners and visitors across Early Help services.

9. The postholder will be expected to work flexibly within a specific geographical area and across the 0-25 age range (though they will be primarily working with young people age 8-25), including afternoons, evening, weekends and during school holiday periods; this will be co-ordinated by Early Help and Preventative Services Management as required.

Footnote: This job description is provided to assist the job holder to know what their main duties are. It may be amended from time to time without change to the level of responsibility appropriate to the grade of post.

The following outlines the criteria for this post. Applicants who have a disability and who meet the criteria will be shortlisted.

Applicants should describe in their application how they meet these criteria.

	CRITERIA
QUALIFICATIONS	Equivalent to Level 3 Diploma in Youth Work or equivalent; or evidence of relevant experience
EXPERIENCE	Experience of youth and community work in a voluntary, private or public setting
	Experience of planning and delivering high quality programmes of activities and informal education
SKILLS AND ABILITIES	Ability to work effectively as part of a team
	Ability to engage and involve young people and their families
	Able to work using own initiative and manage own time
	Ability to deliver a wide range of activities and group work appropriate for young people of age and ability
	Good organisational skills
	Observation and planning skills
	Excellent communication skills
KNOWLEDGE	Knowledge of young people's issues
	Knowledge of key theories and developments around child and adolescent learning and development
	Knowledge of relevant Inspection Frameworks
	Knowledge of health and safety requirements in relation to provision of children's services
	Knowledge of safeguarding policies and procedures
	Awareness of Early Help agenda and services currently offered in Children's Centres/Schools and Youth Service provision
	Knowledge of Data Protection and confidentiality issues
VALUES	Open
	Invite contribution and challenge
	Accountable
	Kent Values:

- We are **brave**. We do the right thing, we accept and offer challenge
- We are **curious** to innovate and improve
- We are **compassionate**, understanding and respectful to all
- We are **strong together** by sharing knowledge
- We are all **responsible** for the difference we make

Our values enable us to build a culture that is:

Flexible/agile - willing to take (calculated) risks and want people that are flexible and agile

Curious - constantly learning and evolving

Compassionate and Inclusive - compassionate, understanding and respectful to all

Working Together - building and delivering for the best interests of Kent

Empowering - Our people take accountability for their decisions and actions

Externally Focused - Residents, families and communities at the heart of decision making