

## Kent County Council

Job Description: Senior Early Help Worker (Open Access)

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<b>Directorate</b>	<b>Children, Young People and Education</b>
<b>Unit/Section</b>	<b>Integrated Children's Services</b>
<b>Proposed Grade</b>	<b>KR9</b>
<b>Responsible to</b>	<b>Children's Centre/Youth Hub Delivery Manager</b>

### Job Purpose

To provide a high quality, effective and responsive service for all children, young people and their families, giving them encouragement to get involved in activities that complement and enhance their personal development from early years into education, training and employment. Additionally, more targeted support will be provided at critical times of a child or young person's development. The post holder will be required to work closely with Integrated Children's Services in their District and provide management support on behalf of the Youth Hub/Children Centre Delivery Managers as appropriate.

### Accountabilities

1. Plan, design and deliver a strong early help offer through a diverse range of open access provision for children and young people across the 0-25 age range, but with a focus according to professional background on either 0-5, 6-11 or 12-25. This work may take in a range of different settings: buildings (e.g. Children's Centres or Youth Hubs), in schools or on the streets. Evening and weekend work will be an important part of an open access offer, as will the requirement for holiday programmes and residential opportunities.
2. Encourage and support children and young people's engagement in informal education and positive activities, and maximising the use of KCC's resources.
3. Work closely with colleagues across Integrated Children's Services as required to devise and implement interventions and programmes with young people and their families in various settings including children's centres, school, college, family homes, youth clubs and other relevant community facilities. Assess and balance risk, vulnerability and protective factors to safeguard and promote the welfare of young people and staff.
4. Provide supervision to Early Help Workers, including volunteers where appropriate, to ensure that all staff are working towards improving and delivering high quality services.

<p><b>5.</b> Establish rapport and build a respectful, honest, challenging and supportive relationship with children and young people including those who may previously have had little contact with services and may be hard to reach. Communicate effectively to ensure that their views are heard, recorded accurately and, wherever possible, acted upon using a range of tools. Promote the active involvement and participation of children and young people in the design, development and evaluation of their own plans as well as for new services.</p>
<p><b>6.</b> Identify targets for improvement in line with the business priorities set out in Integrated Children's Services Strategies and Business Plans, designed to achieve excellent outcomes. Tie all work to observable or measurable indicators of success and take action to ensure progress of those indicators.</p>
<p><b>7.</b> Work with commissioned youth work providers, where applicable, to ensure a seamless provision of services across the district.</p>
<p><b>8.</b> Share information about young people with other agencies in order to manage risks to others, to safeguard them and promote their welfare in line with the requirements of all relevant legislation.</p>
<p><b>9.</b> The post holder will be expected to work flexibly within a specific geographical area and across the 0-25 age range, including evening, weekends and during school holiday periods.</p>

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

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### Person Specification : Senior Early Help Worker (Open Access)

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.

<b>Qualifications</b>	Relevant degree or related Level 5 or above professional qualification e.g. Degree in Social Work, Foundation Degree in Youth Work, Diploma Level 5 in Youth Work, Post Graduate Certificate of Education etc and/or extensive experience
<b>Experience</b>	Extensive experience of working within a Social Care, Health or Education/Youth Work/Youth Justice
	Experience of professional supervision and line management
	Experience of working effectively in partnership within a multi-agency context.
	Experience of budget and resource management.
	Experienced and skilled in using Quality Assurance systems
<b>Skills and Abilities</b>	Ability to lead, manage and motivate a team, including volunteers and wider partners
	Ability to create a rapport and build relationships with children, young people and families
	Consultative, interpersonal, communication and negotiation skills including the ability to deal with complex issues in a sensitive and appropriate manner
	Ability to develop creative approaches to resolve complex problems and to initiate effective evidence based interventions
	Able to work on own initiative
	Ability to travel on a regular basis between sites

<b>Knowledge</b>	Knowledge of Early Help and Prevention, and an understanding of relevant legislative and policy frameworks which impact on the service
	In-depth understanding of child and adolescent development and parenting skills
	Knowledge of accreditation programmes for children and young people, and experience of curriculum development and implementation.
	Knowledge and experience of youth participation strategies and methods.
	Sound knowledge and understanding of Safeguarding policies and procedures
	Knowledge of relevant Inspection Frameworks
	Knowledge of diversity and equal opportunities issues in relation to both staff and young people
	Ability to use knowledge about different groups, races and cultures to inform service delivery and to understand the impact of racism and discrimination on children, young people and their families
<b>Behaviours and Kent Values</b>	<p>Kent Values:</p> <ul style="list-style-type: none"> <li>• We are brave. We do the right thing, we accept and offer challenge</li> <li>• We are curious to innovate and improve</li> <li>• We are compassionate, understanding and respectful to all</li> <li>• We are strong together by sharing knowledge</li> <li>• We are all responsible for the difference we make</li> </ul>