

## Kent County Council

### Job Description: *Apprentice Participation Worker*

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**Directorate:** Children, Young People and Education  
**Unit/Section:** Youth Justice Service  
**Grade:** Advanced Level Apprenticeship  
**Responsible to:** Youth Justice

#### **Apprenticeship Training Details**

**Name of Apprenticeship Standard:** Operational Delivery Apprenticeship Scheme (ODAS) (Public Sector)  
**Level of Apprenticeship:** Level 3  
**Length of Study:** 18 months

#### **Purpose of the Job:**

To work as a member of the Kent Youth Justice Service; assisting in the development of children and young people, at risk of involvement with and/or subject to supervision by Kent Youth Justice service, to increase their participation and engagement with the work of the service and other county and locality initiatives.

#### **Main duties and responsibilities:**

- To act as a good role model to children and young people at risk of involvement with and/or subject to supervision by Kent Youth Justice service, supporting their positive behaviour, and to have a positive influence on Kent Youth Justice service delivery
- Work with young people to identify and remove barriers to participation and to motivate and inspire young people to achieve their potential.
- To support and work directly with young people to encourage attendance and inclusion in group activities and discussions, activities and other initiatives
- To assist in the planning, organising and to participate actively on participation activity days for young people at risk of and/or supervised by the Youth Justice service.
- To sit on young person's interview panels, and to identify, and provide active support to children and young people supervised by the Youth Justice service when they participate in interview panels
- Provide support to children and young people supervised by the service on an individual or group basis, under the guidance of the Youth Justice service, and the Early Help and Preventative Services Participation Team, to develop confidence in expressing their own views.
- To inform senior management, Members and other professionals to improve the service delivered to children and young people supervised by the Youth Justice Service.
- To prepare presentations and flyers and to undertake administrative tasks to support the Youth Justice Service and Early Help and Preventative Services Participation Team, such as photocopying, maintaining and updating records and databases
- To ensure that all records are kept up to date and are accurate

- To fulfill the criteria of the apprenticeship qualification

*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: *Apprentice Participation Worker*

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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
<b>SKILLS AND ABILITIES</b>	<ul style="list-style-type: none"> <li>• Have an interest in working with children and young people, and in achieving positive outcomes for them</li> <li>• Ability to build rapport and relationships with children and young people</li> <li>• Have the ability to work well as part of a team as well as on initiative with more straightforward tasks</li> <li>• Good communication and interpersonal skills that demonstrate the ability to liaise effectively and build good working relationships with professionals.</li> <li>• Be able to work alongside a wide range of people from different backgrounds</li> <li>• Good written and verbal communication skills</li> <li>• Good time keeping skills</li> <li>• Able to work flexible hours which will, at times include early mornings, evenings and occasional weekends.</li> <li>• The ability to travel across a wide geographical area in a timely and flexible manner at various times of the day is essential</li> </ul>
<b>KNOWLEDGE</b>	<ul style="list-style-type: none"> <li>• Awareness of the importance of confidentiality and data security</li> <li>• Understanding of how to use IT applications</li> </ul>
<b>BEHAVIOURS AND KENT VALUES</b>	<p><b>Kent Values: We are looking to give opportunities to people who share our values, which are:</b></p> <p><b>Open:</b> Acting with integrity, honesty and transparency, willing to learn and treating people fairly and with respect</p> <p><b>Invite contribution and challenge:</b> Working collaboratively to find new solutions that put the interests and wellbeing of Kent people first</p> <p><b>Accountable:</b> Taking personal and professional responsibility for our actions, performance and the council's money.</p>