

Job Description

Post Title

Assistant Youth Support Worker

Grade

YCSW 5-6

Responsible to

Senior Youth Support Worker

Responsible for

No staff members

Context

Youth Connect South West was launched as a Public Service Mutual, limited company and registered charity in the South West of England in November 2019.

Purpose of Job

To assist the Senior Youth Support Worker to develop and deliver high quality youth work provision that provides informal learning opportunities for young people aged 13-19 years (up to 25 years with special needs).

Working as part of a team of staff and volunteers you would be expected to be involved with the planning, delivery and evaluation of positive activities linked to the YCSW curriculum.

Youth Connect South West Accountabilities and Responsibilities

1. Work with the Senior Youth Support Worker to support the programme of activities, services, and facilities within the youth project.
2. To work with young people to actively encourage their personal and social development. This will be achieved through face-to-face work with young people to a minimum of 90% of working time.
3. To develop opportunities for the empowerment of young people.

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4. To assist with monitoring, recording, and evaluation of work within the project.
5. Help ensure that young people and vulnerable adults within the organisation are safe and follow agreed procedures where it is necessary to make safeguarding arrangements or child protection referrals.
6. To assist young people in gathering evidence for the accreditation and recording of their learning and ensure that accreditation and recorded outcome targets are established and met.
7. Help ensure YCSW is responsive to community needs and that equalities issues are identified and addressed effectively.
8. Help ensure that effective external and internal working relationships are maintained with organisations and agencies as appropriate.
9. Contribute to YCSW's Vision, Mission, and Values.

Relationships

The post holder is expected to develop and maintain positive relationships with individuals and organisations in order to ensure that Youth Connect South West can collaborate with others to deliver effective and good quality youth work. In particular, the post holder will need to have positive relationships with the following:

- **Internal** – colleagues, managers, young people
- **External** – local communities and young people

Working environment

- The post is based at Paulton but may also include working at a range of other venues. Detached youth work may be expected.
- The post holder's working hours will include regular attendance at youth work sessions in the evenings and occasional weekends.

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General expectations

- YCSW is committed to safeguarding and promoting the welfare of children, young people, and vulnerable adults and expects all staff to share this commitment and duty. It is an essential requirement that staff are aware of the safeguarding procedures for sharing information about the welfare of any person for whom they have safeguarding concerns.
- It is a YCSW requirement that applicants for this post obtain a satisfactory DBS certificate. Staff also have a duty to ensure they attend training to enable them to recognise the indicators for concerning behaviour and receive safeguarding supervision as appropriate.
- The post holder will be expected to adhere to YCSW's equalities and health & safety policies and practices.
- The post holder will need the personal resources to work within a demanding environment and to support staff to do likewise.
- All staff are expected to show a commitment to their own professional development. This will include training.

PERSON SPECIFICATION

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Inspiring Young People

Job Title: Assistant Youth Support Worker

Date Prepared: July 2025

Requirements	Essential	Desirable
Qualifications and training	<p>Good standard of education</p> <p>Good standard of literacy and numeracy</p>	<p>Youth work qualification</p> <p>Basic IT competence, including word processing and entering data onto databases</p>
Experience	<p>Work with young people</p> <p>An understanding of safeguarding issues including child protection policies and procedures.</p>	<p>Youth work experience</p>
Knowledge	<p>You are friendly and willing to offer support to assist colleagues and young people.</p> <p>You are trustworthy and organised and always on time for work and meetings.</p> <p>You understand the complexities of issues of equality and diversity and consider these in-service deliveries.</p> <p>You are reliable and organised in the way that you work.</p>	
Other job information	<p>Active listener who is curious.</p>	<p>Valid Driving Licence</p>

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Appropriately share information with other agencies to safeguard young people.

You are willing to undertake training opportunities relevant to the post

Evening working including some weekends.

It is a YCSW requirement that applicants for this post obtain an Enhanced Disclosure from the Criminal Records Bureau.

Youth Connect South West Values

- Keeping young people safe – working in the best interests of young people and putting them at the centre of everything we do.
- Collaboration – working with families, communities, and other stakeholders to make things better for young people.
- Meeting expectations – going “the extra mile” to support young people.
- Inclusion – being there for all of those who need us.
- Determination and creativity – modelling the importance of trying new things, continually learning, and never giving up.

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