

**What Makes The Difference?
TOOLS and RESOURCES**

NAME OF TOOL/RESOURCE:

Next Step Young People's Communication Worker Job Description and Person Specification

NAME AND REGION OF AGENCY/ORGANISATION THAT DEVELOPED THIS TOOL/RESOURCE:

North Somerset Next Step Leaving Care Team

Purpose and brief description of tool/resource:

A good example of a job description and person specification for a young person's post.

Publication Date: 2006

**Contact details
for further
information
about this
tool/resource**

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Evidence for the effectiveness/ impact of this tool/resource

**Positive impact of
this tool/resource:**

1. Formalising this post has led to more young people being involved in the service.
2. This post provides young people with the opportunity to experience work within a supportive environment.
3. There is mainstream funding and support for this post.

North Somerset Council

JOB DESCRIPTION

DEPARTMENT Children and Young People's Services	SECTION Children's Services	
JOB TITLE Young People's Communication Worker	POST NO	GRADE

1. JOB PURPOSE

Under the supervision of the team manager to take responsibility for the planning, development and production of a range of publications for use by young people in care and those that have left care.

2. DIMENSIONS

The post holder will be based at Next Step and work as an integral part of the leaving care service. The post holder will have access to a small budget to pay consultation expenses to young people.

Next Step work with 85-100 young people aged 16-21.

3. PRINCIPAL ACCOUNTABILITIES.

To make and maintain professional contacts with care leavers for the purpose of consultation on a range of documentation and areas of concern to looked after children and care leavers.

To develop, design and produce young people friendly publications including information leaflets, newsletters, policy and procedures.

To ensure any documents produced are to the highest possible standard and reflect young people's views.

To maintain links to care leavers in order to facilitate their involvement in the department's consultation process, ensuring their views are represented, this work will, on occasion, involve designing questionnaires to obtain users views and summarising the results for their manager.

To take part in training which is related to the post, as required.

To undertake any other duties commensurate with the grade of the post.

To be aware of and understand the Council's Equal Opportunities Policy and ensure at all times that the duties of the post are carried out in accordance with the policy.

4. SUPERVISION AND WORK PLANNING

Direct supervision and professional support will be received from Senior Support Staff within the departmental supervision policy. In the Managers absence informal support will come from within the team / Deputy Team Manager.

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5. QUALIFICATIONS AND EXPERIENCE

To have a clear interest and understanding of issues facing young people looked after and those that have been looked after.

This knowledge and understanding being gained by direct or comparable experience, study or a combination of both.

The post holder must have good verbal and written communication skills.

Experience of using 'Windows' based software is essential.
Experience of word-processing is essential.

Experience of using Desktop Publishing software (e.g. MS Publisher) is desirable, or a willingness to undertake further training.

The post holder will require good interpersonal skills with young people, colleagues and relevant others.

6. JOB CONTEXT

Next Step work with young people 16-21 years of age (24 if in H/education) who are looked after by the local authority or who have been looked after.

7. SCOPE FOR IMPACT

The post holder will work with young people, and the department to provide effective user-friendly information to lessen the inequalities that young people face, enabling them to fully participate in the department's processes.

8. CONTACTS.

Young people who live in care or have left care.

Next Step team members.

Social work teams and other child care professionals including foster carers.

Other Agencies.

9. GENERAL

This job description only contains the main duties relating to this post and does not describe in detail the tasks required to carry them out.

The post holder will be required to use his/her initiative in ensuring that the Council's Equal Opportunities Policies, where they have been developed, are implemented in relation the work area.

10. Special Notes or Conditions (if applicable)

Much of the work undertaken within the Department is of a highly confidential nature. The post holder must at all times maintain confidentiality and should be aware that, given the nature of the services provided by the Department they may on occasion be exposed to information that they may find upsetting.

The post is 18.5 hours per week which would normally be worked between 9-5 Monday to Friday.

Occasionally, the post holder will need to be able to work in the evening or weekend, as some young people may only be available in those periods.

**NORTH SOMERSET COUNCIL
PERSON SPECIFICATION**

DIRECTORATE: Children and Young Peoples Services	SECTION: Child Care, Next Step	
POST TITLE : Young People's Communication Worker	POST NO: CCSO170	GRADE: JG5

ASSESSMENT CRITERIA	ESSENTIAL	DESIRABLE.
QUALIFICATIONS	Must be aged 18-25 years inclusive.	
WORK RELATED EXPERIENCE & ASSOCIATED VOCATIONAL TRAINING	Experience of supporting and consulting and encouraging full inclusion of young people in tasks. Good interpersonal skills with young people, colleagues and others. The post holder must have good verbal and written communication skills.	Experience of working with young people in the provision of receiving a community based service An understanding of Children Looked After / Care Leavers.
OTHER RELEVANT EXPERIENCE	Experience of using 'windows' based software. Experience of word processing.	A knowledge of Desk Top Publishing software.

ASSESSMENT CRITERIA	ESSENTIAL	DESIRABLE.
SPECIALIST KNOWLEDGE	A knowledge and understanding of being Looked After, being gained by direct or comparable experience, study or a combination of both.	
JOB RELATED SKILLS	To have achieved or demonstrated a willingness & ability to achieve a thorough working knowledge of the Equal Opportunity Policy & its related systems & procedures & to identify issues carrying Equal opportunity implications & to develop staff where applicable.	The use of procedures & systems e.g. consultation, personnel, grievance/racial harassment, ethnic monitoring, relevant to the Council's Equal Opportunity Policy where applicable. Experience in working in a multi-racial environment or of working with black people or people from other minority ethnic groups.
SPECIAL WORKING CONDITIONS		Valid driving license and own transport. Any employee who is required to drive as part of their work but cannot as a result of their disability will be provided with transport, at no personal cost.
OTHER	**Contra-indications: Convictions of Schedule 1 offence or offences which render the applicant unsuitable for work with vulnerable service users.	