

## **Youth Advisor Level 2**

**Salary: Band 6 - £27,363 - £31,067 p.a. (£4,437 - £5,037 pro rata)**

**6 hours per week across 2 evenings 18:00 - 21:00**

**Permanent**

**Staff need to be flexible in terms of availability as well as working from different sites.**

Portsmouth City Council is committed to safeguarding and promoting the welfare of children, and young people, and expects all staff and volunteers to share this commitment. It is also committed to promoting quality childcare across the city that works to improve outcomes for children.

DBS Disclosure at Enhanced level will be required prior to any offer of employment and this post is exempt from the Rehabilitation of Offenders Act 1974.

Every post is subject to PCC and Portsmouth Safeguarding Children's Board safer recruitment procedures.

### **The Service**

The youth service aims to improve outcomes for young people aged 11-19 years and up to 25 for young people with learning difficulties and disabilities. We do this through, Information, Advice, Guidance, and a range of activities provided through our youth clubs and projects. We support vulnerable young people who are at risk or future risk of further problems, such as substance use, youth offending, teenage pregnancy, and homelessness.

As a service we take pride in our work by valuing others, focusing on what's important so that we make a real and positive difference.

### **What is the role?**

Working with young people aged between 11-19 years, and up to 25 for those with learning difficulties and disabilities within our LDD youth setting and in an open access youth club setting. You will encourage young people's participation in their club and in planning and running activities with them.

Building relationships with these young people, by being a good listener, listening to what the young people want from the activities as well as listening to their issues and signposting them on to other services as and when required.

You will be expected to support the work under the direction of the Youth Club Manager. Your duties could include, sport, dance, participation in art, music, drama, discussions, and cooking with young people to name but a few, also off-site activities

to include some day trips and residentials. You can find out more about our service here: [pycportsmouth.co.uk](http://pycportsmouth.co.uk)

### **Who is the person?**

You need to:

1. Have experience of working with young people from age 11-25 years, be enthusiastic and able to make and maintain effective relationships.
2. Have excellent communication skills and be able to engage effectively with young people, staff, and stakeholders in a restorative way.
3. The ability to converse at ease with service users.
4. Be able to plan group activities onsite and off-site that engages young people and encourages learning and self-development, including for the Duke of Edinburgh Award (DofE) programme.
5. Be self-directed, able to work as part of a team, and role model professional practice to staff, demonstrating effective ways of engaging young people.
6. Be able to recognise when young people are having issues and be able to respond appropriately, offering support and signposting to other agencies.
7. Be able to make sound decisions to ensure the safety and well-being of young people, staff, and the wider community.
8. Be friendly and approachable with a sense of humour and lots of patience.
9. An understanding of anti-discriminatory practice is essential, along with the empowerment of young people.
10. An understanding of and some experience in working with young people who have LDD/SEND.
11. Be open-minded but recognise and challenge inappropriateness in a young person's behaviour or language.
12. Be flexible in your hours of work as you will need availability to work in the evenings and occasional weekends as well as working from different sites.

**When completing the application form, please thoroughly tailor your application to the 'Who is the Person' points with the use of examples from your experience. This is really important or you are likely not to be shortlisted.**

## General Data Protection Regulation (GDPR)

As part of any recruitment process, Portsmouth City Council collects and processes personal data relating to job applicants. Portsmouth City Council is committed to being transparent about how it collects and uses that data and to meeting its data protection obligations under the General Data Protection Regulations (GDPR).

Completing and sending an application in for a vacancy is your consent for us to process your data for the purpose of recruitment. Your data is not used in any other way and you can withdraw your consent at any point in the recruitment process and we will destroy or delete your information.

For more detailed information on what we collect, how we use, store, delete data and your rights you can access a privacy statement on our Job board.

This role is eligible for a DBS check and the DBS have published a privacy notice to ensure individuals are fully informed of the use of their personal data; their rights and that Portsmouth City Council are meeting the necessary requirements when submitting DBS checks. It is important that you read and understand this privacy policy before any application is submitted to the DBS.

Visit <https://www.gov.uk/government/publications/consent-privacy-policy>

Please include the below statement in your application. It is important you know your rights.

I have read the Standards/Enhanced Check Privacy Policy for applicants, and I understand how the DBS will process my personal data and the options available to me when submitting an application Signed.....Dated.....

You will need to demonstrate that you have the Right to Work in the UK. No post will be offered without it.