

Youth Advisor Level 1

Salary: Band 5 - £25,652 - £27,363 pro rata (£4,159 - £4,437 p.a. for 6 hours per week & £6,239 - £6,655 p.a. for 9 hours per week)

Permanent (this post is all year round i.e. 52 weeks of the year)

Posts available (please clearly state in your application which you are applying for):

- **6 hours per week across 2 evenings 18:00 - 21:00**
- **9 hours per week across 3 evenings 18:00 - 21:00**

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 aim to improve outcomes for young people aged 11yrs- 19yrs and up to 25yrs 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 misuse, 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 11yrs -19 years, in a 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 sign posting 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 day trips and residential.

This successful candidate for this post will be expected to work across all areas of the youth club including the learning needs provision.

Who is the person?

You need to:

1. Be enthusiastic and be able to make and maintain effective relationships with young people.
2. Have experience of working with young people from age 11-25 years, be enthusiastic and able to make and maintain effective relationships.
3. Have excellent communication skills and be able to engage effectively with young people, staff, and stakeholders in a restorative way.
4. The ability to converse at ease with service users.
5. Be friendly and approachable with a sense of humour and lots of patience.
6. Be able to work within a team, as there will be lots of interaction with volunteers and other staffs as this is very much a hands on job.
7. An understanding of anti-discriminatory practice is essential and the empowerment of young people is essential.
8. Be open-minded, but recognise and challenge inappropriateness in a young person's behaviour or language.
9. 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.