

## **Youth Advisor Level 2**

**Fixed Term Contract/Secondment until 31<sup>st</sup> March 2026**

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

**6 hours per week - to be worked across 2 evenings 18:00 - 21:00 (days to be discussed)**

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

Portsmouth Local Authority 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 years for young people with learning difficulties and disabilities. We do this through Information, Advice and 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. You can find out more about our service here:

[www.pycportsmouth.co.uk/youth/](http://www.pycportsmouth.co.uk/youth/)

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

Working with young people aged between 11 -19 in a youth club setting and on occasions out on the street; you will encourage young people's participation in their clubs/projects and in planning activities. You will be able to plan and run sessions with groups of young people on a range of issues: sexual health, relationships, sexism, racism, bullying, substance misuse, etc. Some experience of working with groups on issue-based topics is desirable you could also be joining in sport or dance activities, managing the coffee bar, cooking with the young people, or taking them out for an activity. You will support a culture of respect for staff, building, other young people, and the community as a whole; and sometimes you may have to deal with challenging behaviour.

You will also be required to engage with young people through "detached" outreach sessions. You will visit each of our hotspot areas in Portsmouth, getting to know the young people you encounter, offering support and signposting to other agencies if required. We work directly with young people in the local area, this could be in the local parks, the seafront, on the street or shopping precincts.

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

You need to:

- Have previous experience of working with young people aged 11 - 19 years.
- Have excellent communication skills and be able to engage effectively with young people, staff, and stakeholders.
- The ability to converse at ease with service users and provide advice in accurate spoken English is essential for the post.
- 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.
- Be self-directed and able to work as part of a team.
- Be able to role model professional practice to other staff and demonstrate effective ways of engaging young people.
- Be able to recognise when young people are having issues and be able to respond appropriately, offering support and signposting to other agencies if necessary.
- Be able to make sound decisions to ensure the safety and well-being of young people, staff, and the wider community.
- Have an understanding of anti-discriminatory practice, this is essential.
- Be open minded but recognise and challenge inappropriateness in a young person's behaviour or language when necessary.
- Be flexible in your hours of work as you will need availability to work in the evenings and occasional weekends for off- site activities, and to work City Wide if required to meet the needs of the service.
- Be prepared to attend supervision, appropriate training relevant to the post, and team meetings as required.

**Having a full clean driving licence would be advantageous for this post.**

**We reserve the right to close this vacancy early if we receive sufficient applications for the role. Therefore, if you are interested, please submit your application as early as possible.**

**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.**

**If applying as a secondment please ensure you have permission from your line manager and please state this in your application.**

### **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.