

Job Profile Information: Duke of Edinburgh's Award Manger (Senior Youth Worker)

This supplementary information for *Senior Youth Worker* is for guidance for Job Level 3 Zone 1 (YCW 21-24)

Camden Way Category 3

It is for use during recruitment, setting objectives as part of the performance management process and other people management purposes. It does not form part of an employee's contract of employment.

Role Purpose:

To be responsible for promotion, development and delivery of the Duke of Edinburgh's Award (DofE) to young people across the borough of Camden. The job holder will support young people to access and complete the Duke of Edinburgh's Award through the development of DofE in Schools, youth settings and Open Award Centre. The post holder will be encouraged to develop training opportunities for staff along with other members of the Accreditation Team.

The post will be based at Camden head office at 5 Pancras Square and working with Camden schools and youth centres across the borough.

Example outcomes or objectives that this role will deliver:

- To develop and manage an open DofE Centre on a weekly basis for all young people offering DofE based activities including sectional activities, expedition training, support and assessment.
- To support expedition opportunities within the borough and increase the sustainability for schools and youth centres wanting to deliver this section of the DofE.
- To provide borough wide support and development opportunities to all DofE groups within the borough by offering an annual training plan for leaders, administration support and issue of Award certificates.
- To provide advice and guidance on all Health & Safety matters that comply with Council policy and informed by DofE best practice.
- To ensure that all monitoring and evaluation of DofE work is undertaken and that central records are kept using eDofE and Core IYSS databases. To produce reports which are relevant and available to all stakeholders.
- To promote the DofE throughout the borough and in particular in schools and publicise best practice in the media and with partners.

- To produce an annual development plan for the Duke of Edinburgh's Award across the borough.
- To contribute to the Accreditation Strategy and enhance and consolidate awareness of the value of the DofE programme by employers and FE/HE establishments.
- To increase the number of young people accessing the service, and the Duke of Edinburgh's Award, ensuring it works with young people that reflect the borough and the local profile, targeting work when appropriate to particular groups.
- Utilise effective planning, monitoring and evaluation techniques to assess the quality of the work being delivered, against quality assurance and local and national inspection frameworks, taking action when required to address work that falls below the expected standards;
- Undertake training for the role of DofE Manager as required including Introduction to the DofE and Expedition Assessor training
- Undertake all relevant managerial and administrative duties, including budget and asset management, completion of reports, supply of statistical/management information, ensuring that legal duties such as Health and Safety, Data Protection etc. are complied with;
- Contribute to the development of unit plans and procedures for the service to ensure these reflect the needs of young people;
- Establish good relationships with young people, in order to identify their needs and ensure their engagement in the planning, organising, delivery and monitoring of the youth work programmes;
- The role requires flexibility in order to meet fixed deadlines and competing priorities.

People Management Responsibilities:

Supervisory responsibility for 1 youth worker

Relationships;

This role sits within the Participation Team. You will be part of the wider integrated youth support service.

Work Environment:

- Your base will be 5 Pancras Square, with a commitment to model a flexible approach by working with and in schools and local youth centres.
- There is an expectation to be creative and flexible in all contacts with young people.
- You may be required to support work in other localities or service area subject to service need.
- The role may also involve working unsociable hours including evenings, weekends and residential.
- There will be a requirement to take a number of Expeditions every year which will involve travelling out of London and working away for agreed appropriate periods of time.
- The public engagement element of this role means coming in to contact with people, some of whom may at times, be challenging.

Technical Knowledge and Experience:

Essential Qualification

- A JNC recognised level 4, degree level or higher qualification in Youth and Community Work
- Driving licence
- Experience in delivering DofE expeditions

Desirable Qualification

- Appropriate management qualification or certificate
- 16 hour First Aid
- Walking Group Leader
- Mountain Leader
- D1 / D1+E licence
- Introduction to the DofE
- Expedition Assessor training

Knowledge and Skills

- Significant post qualification experience of direct work with young people including the delivery of face-to-face work with young people.
- Knowledge of Duke of Edinburgh's Award through delivery or participation.
- Knowledge of accreditation schemes used by local authorities to achieve youth work targets.
- The ability to create and deliver challenging accredited programmes to meet the criteria of the Duke of Edinburgh's Award and that of the needs of the group.
- The skills and ability to manage the Expedition Section of the Duke of Edinburgh's Award, including staff and volunteer management.
- Substantial experience leading groups to achieve the Expedition Section of the Duke of Edinburgh's Award.
- The ability to analyse information from a range of sources to identify the needs of young people and target resources appropriately.
- Proven experience of managing, planning, developing, coordinating and delivering programmes of work with young people.
- Proven experience of managing, leading and developing teams of staff and volunteers.

- Experience of working closely with a wide range of partners including Health, Police, Education, Youth Justice and children's safeguarding colleagues.
- Experience of undertaking assessments, planning and delivering intervention/programmes for young people in order to meet specific needs.
- Proven experience of successfully managing budgets, resources and assets.
- A good understanding of national and local policies that influence youth work practices e.g. Youth Matter's, Every Child Matters, Positive for Youth etc.
- A good understanding of information sharing protocols and duties.
- Knowledge of data protection, safeguarding and child protection policies and procedures
- Strong understanding of the education system and structures for learning support.
- Good understanding of the factors that enhance educational and personal achievement for young people.
- A good understanding of evidence and outcome based practices.
- A good knowledge of early help/intervention and prevention.
- Proven ability in engaging with young people, building relationships, setting and maintaining clear boundaries, and positively influencing change.
- Ability to plan, monitor and evaluate work against national inspection frameworks and national / local performance indicators, and take direct action to address and improve work that does not meet quality standards.
- Excellent communication, negotiation and influencing skills and ability to develop successful partnerships with agencies, developing and delivering joint work to a high quality standard.
- Ability to take responsibility for planning own work, consistently achieving and delivering to time, and quality despite tight timescales and conflicting priorities.
- Hold a full driving licence with the ability to drive a mini-bus or willingness to undertake training to achieve this.

Camden Way Five Ways of Working

In order to continue delivering for the people of Camden in the face of ever increasing financial pressure, we need to transform the way we do things. We call this the Camden Way. The Camden Way is a key part of our transformation strategy often referred to as the transformation triangle which links the Camden Plan, the Camden Way and the Financial Strategy together.

The Camden Way illustrates the approach that should underpin everything we do through five ways of working:

- Deliver for the people of Camden
- Work as one team
- Take pride in getting it right
- Find better ways
- Take personal responsibility