



JOB DESCRIPTION

DEPARTMENT: Town Council

SECTION: Youth and Community

JOB TITLE: Lead Youth Worker (Driving responsibilities included)

GRADE: PART-TIME (20hrs) £16.32ph

1. JOB PURPOSE

As a Youth Work Lead (with driving responsibilities), you will play a key role in enhancing the quality of life across our community. You will work closely with young people to identify and address the challenges they face, build positive relationships, and foster meaningful connections within the wider community.

As a Community Engager, your role will be varied and rewarding - from driving the organisation's vehicle(s) to different sites across the Emersons Green parish, to helping plan, set up, and deliver engaging youth activities and community pop-up events. You will also collaborate with local organisations and community members to help reduce isolation and provide vital pathways for vulnerable individuals, promoting a stronger, more inclusive community.

We are looking for someone with experience driving vans or larger vehicles, alongside a background in youth and/or community work. You will work closely with fellow youth workers and the Youth Work Engagement Lead (Youth Liaison Officer), sharing responsibilities to deliver high-quality, inclusive youth programmes and community initiatives. This role calls for creativity, adaptability, and confident, on-the-spot thinking - and it offers the chance to make a genuine and lasting difference in people's lives.

2. MAIN DUTIES/ACCOUNTABILITIES

Main Duties:

- a) Drive to various sites within the local area using council vehicles safely and responsibly.
- b) Proactively address and help resolve issues affecting the local community.
- c) Safeguard young people, ensuring their voices are heard and their wellbeing is prioritised.
- d) Support the development and delivery of engaging activities that empower and inspire young people.

- e) Assist with cooking sessions for young people using our state-of-the-art mobile facility.
- f) Maintain cleanliness and hygiene standards by helping to clean the vehicle after use.
- g) Participate in a variety of activities, including occasional sports and outdoor sessions.

General Safety:

- a) Administer first aid when necessary, following appropriate guidelines and procedures.
- b) Assist in coordinating on-the-spot risk assessments to ensure safe delivery of activities.
- c) Maintain the safety and wellbeing of young people and staff at all times.
- d) Conduct thorough safety checks on the council vehicles before driving.
- e) Park the council vehicles in suitable and safe locations.

Community Engagement:

- a) To establish and maintain positive relationships with key members of the community, responding to their concerns, questions, and suggestions.
- b) To encourage a sense of community pride and ownership, fostering a collaborative spirit among residents.

Vehicle upkeep:

- a) To clean vehicle after each session including wiping tops and Hoovering.
- b) To log any issues with the vehicle to the youth liaison officer.

3. JOB CONTEXT

As an employee of the Council, you are working on a regular basis with Council Officers, elected members, and a range of other agencies and individuals to research, develop, maintain, and manage Youth Work in the Emersons Green area. You will have a 'can-do' attitude and be willing to encompass the core values of youth work within the community. You will play a vital role within the communities you serve and never one day will be the same.

4. SUPERVISION AND WORK PLANNING

You will directly manage all aspects of driving, including conducting on-site safety checks prior to use. You will plan ahead to ensure that each location is suitable and safe for parking council vehicles. Once on site, you will be responsible for setting up the vehicle and its activity equipment.

During sessions, you will collaborate with other staff, engaging and interacting with young people once the vehicle is fully prepared and operational.

5. PROBLEMS AND DECISIONS

The post holder is responsible for ensuring that all Town Council policies and procedures are followed. They will also attend relevant Working Groups or Committees, working alongside Emersons Green Town Council Councillors to discuss areas of need and receive guidance. The information gathered will inform and support Council decision-making.

6. CONTACTS

The postholder works with a range of individuals and organisations as follows:

- Elected Members
 - Council officers
 - Local schools
 - Local voluntary youth and/ or community groups
 - Local Leisure Centres, Libraries, Health Services, etc
 - Police
 - Local Charities
 - Local businesses
 - Volunteering centres
 - Various other national, regional, and local organisations
 - Creative Youth Network
 - South Glos Council
-

7. KNOWLEDGE, EXPERIENCE, AND TRAINING

- Comprehensive IT Skills, ECDL or equivalent, and familiar with MS Office.
- Experience in managing small projects would be preferred but full training will be given.
- Experience of working in partnership with other agencies.
- Excellent communication and interpersonal skills, both verbal and written, with the ability to confidently communicate, build and maintain relationships with various agencies and individuals.
- Awareness of Health and Safety issues, e.g., risk assessments.
- Youth Work Level 3 would be preferred but training can be provided.
- 3 GCSEs at Grade C or equivalent in Maths, English, and Science would be an advantage.
- Prior experience of detached youth work would be an advantage.
- Excellent communication skills in person.
- Self-motivated, responsible, and able to work independently with minimal supervision.
- Ability to drive a larger vehicle and with experience of doing so.

8. PHYSICAL EFFORT AND STRAIN

Physical fitness and stamina are essential, as the role may involve moderate physical activity. The post holder will frequently work outdoors and may be required to lift, carry, and transport equipment necessary to perform the duties of the role.

9. WORKING ENVIRONMENT

The post holder will be frequently out of the office, working across a variety of environments. The role involves a significant amount of outdoor work, including street-based activities, evening sessions, and occasional events. The majority of the role will take place “out and about”, using council vehicles as required.

Comprehensive training will be provided for all aspects of the role, delivered with a holistic approach to ensure the highest quality of service and support for young people.

10. EQUIPMENT

- Undertake basic cleaning and maintenance tasks to ensure vehicles are kept in good condition.
 - Manage and secure all equipment and kit within the vehicle, ensuring it is stored safely.
 - Identify and report any issues or faults with council vehicles.
-

11. SPECIAL NOTES OR CONDITIONS

- The post holder will be required to work regularly during evenings, with occasional weekend and residential duties as needed.
- Applicants must be over 25 years of age (for insurance purposes).
- The role is subject to an Enhanced DBS check and requires a full driving licence with no more than three penalty points.

EMPLOYEE SPECIFICATION

JOB TITLE: Lead Youth Worker (Driving responsibilities included)

ASSESSMENT CRITERIA	ESSENTIAL	DESIRABLE
Qualifications	3 GCSEs in Maths, English, and Science or equivalent numeracy and literacy skills.	Grade C and above or equivalent. Youth Work Level 2/3
Work-related experience and Associated Vocational Training	Experience of Cleaning Full UK Driving Licence. Broad range of IT Skills – ECDL or similar. MS Office Suite.	First Aid at Work. Understanding and experience of Council policies and procedures. Experience of project management and developmental work.
Other Relevant Experience	A willingness to learn new engagement techniques and to broaden current youth work knowledge.	Strong engagement skills and the ability to diversify approach. Knowledge of key skills eg cooking.
Specialist Knowledge	Community Work (youth work preferred)	Detached Youth Work
Job-Related Skills	An understanding of Health and Safety. Knowledge of driving a larger vehicle with understanding of public safety.	An understanding of Risk Assessments.
Personal Skills	Excellent communication and interpersonal skills, both verbal and written, with the ability to confidently communicate with an empathetic nature.	
Special Working Conditions	The post holder will be occasionally required to work during busy periods for example a residential trip. The post is subject to an Enhanced DBS check.	

