



ROLE TITLE: 14-19 Transition Worker

Temporary post from March 2015 until August 2017

POST ID: LYW079

GRADE: JNC SW 9 – 12 (£19,236 to £21,741)

HOURS: 30 hours per week

LOCATION: Gilwern Youth Service Offices

PURPOSE OF POST:

To identify, assess and support young people, during their transition from K.S.4, who are at risk of disengagement. To support Careers Wales tier 1 and tier 2 young people to progress into education, training or employment. To assist with the implementation of the Engagement and Progression Framework.

Should you require any further information regarding this post, please contact:
Tracey Thomas, Youth Service Manager Tel: 01873 833200

Please Note that we are not able to accept CV's

Application forms can be completed online or down loaded via:

<http://www.monmouthshire.gov.uk/home/education/jobs-and-employment/how-to-apply-for-council-jobs/>

Completed paper application forms should be returned to the following address:-
Employee Services, Monmouthshire County Council, PO BOX 106, CALDICOT, NP26
9AN

Closing Date: Midday, Thursday, 26 February 2015

Appointment to this post is exempt from Rehabilitation of Offenders Act and is subject to an Enhanced Disclosure Check. Monmouthshire County Council is an equal opportunities employer and welcomes applications from all sections of the community. All posts are open to job-share.



ROLE PROFILE

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RESPONSIBLE TO: Youth and Community Officer

Youth Service

Our Purpose:-

The youth service is an integral part of MCC's Children and Young People's Directorate. We work with young people aged 11-25 across the county supporting them through informal learning. We enable young people to socialise in a safe and empowering environments, where they grow from dependence to independence.

The Purpose of this Role:-

To identify, assess and support young people, during their transition from K.S.4, who are at risk of disengagement. To support Careers Wales tier 1 and tier 2 young people to progress into education, training or employment. To assist with the implementation of the Engagement and Progression Framework.

Expectation and Outcomes of this Role:-

To continue with the support of the lowering of the Careers Wales tier 1 and 2 figures, bringing services together and facilitating partnership work. To support young people who are NEET or at risk of becoming NEET to progress onto their appropriate pathway.

Your responsibilities are to:-

1. Support the Engagement and Progression Coordinator in the implementation of the Monmouthshire Engagement and Progression plan to reduce the number of at risk of becoming NEET and young people who are NEET.
2. Develop and become a link between the identified young people and learning providers in order to
 - i) Ensure an effective referral and reporting system is maintained
 - ii) Raise young people's awareness of specific services available to them
 - iii) Identify common areas of work and avoid duplication

iv) Provide information to other services

3. Liaise with Schools, Careers Wales, PRS and Coleg Gwent to identify potential NEET young people in Yrs 11, 12 and 13 offering one to one and group sessions in preparation for them leaving school.
4. Chair the Post 16 'Keeping in Touch' meeting and attend meetings of the Post 16 steering group, School Multi-agency meetings, the Young Offer Group and any other meetings where appropriate to inform and feedback information.
5. To ensure that all data is collected in an appropriate and safe way and meets the requirements of Management Information Systems/Welsh Government guidance. Information collated should be robust and meet Outcomes Based Accountability requirements.
6. Maintain the Transition Worker Facebook Page and Twitter account with up to date vacancy opportunities as well as a way of arranging appointments and events.
7. To contribute to the development and delivery of the Youth Support Services Framework
8. To work to the standards of the Principles and Practices of Youth Work and the National Occupational Standards for Youth work.
9. Conform to Monmouthshire County Council's Equal Opportunities Policy and Health, Safety and Welfare policies and guidelines
10. To exercise proper integrity in respect of confidential matters and personnel information obtained during the execution of the duties of this post.
11. To carry out any duties and responsibilities required under the Data Protection Act(s) 1984 and 1998, in particular, to take reasonable care that no unauthorised loss or disclosure of personal data occurs.
12. To work in collaboration with the Designated Officer for Safeguarding/Child Protection in the following way: To ensure that all staff are aware of the LA policy on Safeguarding and Child Protection and that all policies and practices are in line with the All Wales Child Protection Procedures. To make referrals to Children's Services in the event of a disclosure and/or concern that a child/young person is 'in need' or at risk of significant harm. To maintain accurate, confidential and up to date documentation on all cases of safeguarding and child protection.
13. To regularly review service plans and establish strategies to meet the changing needs of young people.
14. This post carries with it unsociable hours, evening and weekend work to meet the needs of the service.

Here's what we can provide you with:-

- Full support of manager and team members
- Full range of training and CPD opportunities
- Uniform
- Nominated supervisor for regular support

What else you need to know.....Monmouthshire Values are:

Openness: We aspire to be open and honest to develop trusting relationships.

Fairness: We aspire to provide fair choice, opportunities and experiences and become an organisation built on mutual respect.

Flexibility: We aspire to be flexible in our thinking and action to become an effective and efficient organisation.

Teamwork: We aspire to work together to share our successes and failures by building on our strengths and supporting one another to achieve our goals.

And this role, will work with Monmouthshire to achieve these.

In addition:

All employees are responsible for ensuring that they act at all times in a way that is consistent with Monmouthshire's Equal Opportunities Policy in their own area of responsibility and in their general conduct.



Person Specification

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How will we know if you are the right person for the role? As the successful candidate you will have demonstrated:-

1. Nationally recognised Youth and Community Work qualification or equivalent
2. Experience of working with young people 11-25, particularly those who are most vulnerable.
3. Experience of facilitating programmes, projects and meetings.
4. Ability to work on own initiative and as part of a staff team.
5. Commitment to delivering an efficient and effective service where the involvement of the young people should be paramount.
6. To be trustworthy and act with integrity at all times