

Youth Work Apprentice

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| **Job Title** | Youth Work Apprentice (designated for MKC Care Leavers) |
| **Service** | Children’s Services, Safeguarding |
| **Reports to:** | Participation and Engagement Manager |
| **Job Family** | Care and Welfare |
| **Grade:**  **Date:** | ?  July 2022 |

**Key Deliverables**

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| 1 | To support and be trained on delivering a regular needs assessment and analysis to ensure that the needs of young people within the community are updated and routinely report to line managers. |
| 2 | To support Youth Workers and Youth Support Workers design and deliver activities within sessions that meet the identified needs of the young people. |
| 3 | Be trained on and then deliver direct support to young people to contribute their views and feedback to decision making within the community and Local Authority processes |
| 4 | Learn the review and reflection of sessions processes and support with the review of sessions involved in. |
| 5 | To ensure that all work with young people in the community is recorded and regularly updated on the relevant database and support the Youth Workers to report monthly on activity and impact to the Team Leader/Team Manager . |
| 6 | To support the Team Manager with event and project management tasks receiving appropriate on the job training for this. |
| 7 | To work towards and successfully complete the Youth Support Work Apprenticeship at Level 3 within 18 months from the start date including attending the required tuition days with the training provider |
| 1 | To support and be trained on delivering a regular needs assessment and analysis to ensure that the needs of young people within the community are updated and routinely report to line managers. |

**Essential Requirements**

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| **1.** | **GCSE Grade A-C in English and Maths or equivalent e.g., Functional Skills Level 2 in English and Maths or demonstrable ability to achieve during apprenticeship. (A basic skills assessment will be undertaken as part of recruitment process.)** |
| **2.** | **Strong customer service skills.** |
| **3.** | **Good written and communication skills.** |
| **4.** | **Good organisational skills.** |
| **5.** | **Ability to use Word, Excel and Outlook to a proficient standard.** |
| **6.** | **Be an MKC Care Leaver** |

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| **Our Values** | **Our Expectations**  We all will…   * Be professional at all times * Work together for the good of the team, council and local people * Promote a supportive culture * Challenge assumptions * Take ownership * Be willing to change and do things differently * Always work in a safe manner |

GCSE Grade A-C in English and Maths or equivalent e.g., Functional Skills Level 2 in English and Maths or demonstrable ability to achieve during apprenticeship. (A basic skills assessment will be undertaken as part of recruitment process.)

Good customer service, organisation, written and communication skills.

Ability to use Word, Excel and Outlook to a proficient standard.

Be an MKC Care Leaver