



Job Title: Youth & Progression Co-ordinator

Post Number:

Service/ Section: Children and Families Services

Grade: 8

Overall Job Purpose

Responsible for managing, co-ordinating the WG Youth Engagement & Progression framework - (known as the Framework) with focus on a multi-agency approach to ensure organisations work together to identify young people who need support who are at risk of NEET.

The post holder will be implementing the local authority's framework to support:

- young people aged 11 to 18 at risk of not making a positive transition into education, employment, or training when they leave school/education setting.
- young people aged 16 to 18 who are not in education, employment, or training (NEET)
- young people aged 11 to 18 at risk of youth homelessness.

The Post holder will focus on developing an outcome-based approach to ensure more young people make a positive transition into education, employment, or training, and for the prevention of homelessness to happen much earlier, through identifying and supporting young people who may be at risk across Anglesey.

The post holder will be responsible for the day-to-day management of the Youth Engagement Workers/Adviser and be the link with local, regional, and national organisations within the context of the "framework".

The post Holder will work closely with Children & Family Services teams, Housing and Education services to ensure we are delivering a framework focused on local needs of young people.

The post holder will be developing a Skills & Employability offer via working with targeted organisations.

The post holder will ensure appropriate compliance with 'Safeguarding' and Health & Safety Procedures and that they are understood by staff.

You must be an innovative, flexible, collaborative, and enthusiastic manager who can work in partnership with schools, statutory services and the third sector organisations.

Although supervision will be provided, the post holder is expected to show initiative and take responsibility and ownership of the work and meet necessary deadlines, with a high level of individual responsibility.

General: *To comply with the local authority's Corporate Safeguarding Policy and the safeguarding duties and responsibilities which that policy places on every employee, aligning with the core values of the Authority which includes supporting children, adults who may be at risk and their families to keep them safe and healthy.*

Main Duties / Responsibilities

1. Lead, co-ordinate and implement the Isle of Anglesey Council's YEPF Framework and undertaking the role of Engagement and Progression Co-Ordinator.
2. Support the Service Manager/Youth Manager to establish a clear action plan to deliver the WG's requirements in relation to the Framework.
3. Co-ordinate the implementation of the Framework within the county – both internally and jointly with external partners and organisations.
4. Monitor and report on the delivery and performance of the Framework Action Plan as required, to the Service Manager.
5. Ensure that systems and procedures are in place for early identification, tracking and measuring progress in relation to youth engagement with education/training/employment.
6. Work with partners (internal and external) to establish brokerage / lead worker arrangements for young people under the framework.
7. Act as a link for the framework for schools, youth services, youth support agencies on issues relating to youth engagement.
8. Co-ordinate the annual mapping of services / support interventions for young people.
9. Work with the Early Hub Group and partners to identify opportunities to establish, develop new post 16 projects / youth engagement provisions which respond to the gaps identified through annual mapping.
10. Attend local, regional, and national meetings in relation to the framework and youth engagement.
11. Develop a NEET Strategy and Work Programme that meet the needs of Anglesey's young people and the requirements of the Youth Support grant.
12. Line Manager for the Engagement Advisors Team and homelessness prevention Youth Workers to ensure they achieve their purpose and meet grant requirements.
13. Chair and lead multi-agency 16+ Panel meetings on behalf of the authority.
14. Lead, motivate, and encourage the team to operate in accordance with the Anglesey Trauma Informed Island strategy.
15. Responsible for performance management and quality assurance within the team.
16. Work with the Youth Service Manager to roll out the new MIS and recording system with regard to monitoring data and quality.
17. Ensure that the Young Person's Voice is heard in everything that is offered and developed.
18. Develop a work experience scheme within the authority with focus on Looked After Children and Care Leavers. This will include looking at financial planning and cost analysis.
19. Work with Managers of the Youth Service Team/Children and Families Services (15+ team)/Housing/Education to ensure that youth support work integrates and aligns with needs.
20. Attend meetings as required with Youth Support agencies (e.g., North Wales Police, Health Agencies, NSPCC, Children and Families Services, Youth Justice Team, Careers Wales) when youth issues are discussed.
21. Prepare business cases and grant applications to expand the skills and employability strand of youth support provision.
22. Work with appropriate Individuals / Teams in schools, in terms of early intervention and targeting year 11 pupils at risk of disengagement post-16.
23. Produce and contribute to quarterly and annual reports as and when required.
24. Manage and implement specific projects and service developments within the service area.
25. Collaborate with the Service Manager to evaluate, appraise and measure the impact of grants and core services.
26. Deal with initial complaints and matters in accordance with agreed protocols.
27. Carry out other relevant duties on behalf of the service as required.
28. Ensure that staff comply with the Council's Child Protection Policy. The above duties may mean that the officer will see information of a confidential nature, which may be subject to the Data Protection Act. Confidentiality must be respected at all times.
29. Inform the Head of Service about any high-risk situations, problems with the allocation of work, or any other serious concerns that may have a detrimental effect on children, families or the council or cause damaging publicity.

<u>Person Specification</u>	Essential (E) Desirable (D)
<p><u>Education and Training</u></p> <p>The minimum educational requirements/professional or vocational qualifications for the post:</p> <ol style="list-style-type: none"> 1. Educated to a high standard (degree or equivalent qualification) or a professional qualification in a relevant discipline i.e., Youth Work, Education, Leisure, Community Development, Social Work, Probation, Mental Health or can provide evidence, through their career history, that they have been able to undertake work that required a good standard of education. 2. Project Management Qualification 3. Recognised Management Training qualification 	<p>E</p> <p>D</p> <p>D</p>
<p><u>Key Competence Requirements</u></p> <ol style="list-style-type: none"> 1. Experience of working within Local Authority Youth Services//Education/Social Services/Housing 2. Experience of working with organisations and key partners 3. Experience of chairing multi agency meetings /meetings 4. Experience of working with individuals who have complex needs such as mental ill health, Additional Learning Needs 5. Experience of leading and coordinating projects 6. Experience of managing budgets 	<p>E</p> <p>E</p> <p>E</p> <p>D</p> <p>E</p> <p>D</p>
<p><u>Specific Skills:</u></p> <ol style="list-style-type: none"> 1. Understanding National Strategies aligned to youth engagement such as the Youth Engagement and Progression Framework. 2. Awareness of the barriers young people have in relation to engaging in education/training/employment. 3. Awareness and experience of supporting vulnerable young people /people and developing a bespoke support and provision package. 4. Experience of coordinating Youth Work programmes. 5. Knowledge of Performance and Quality Management systems 6. Ability to chair, facilitate meetings and lead discussions with clear actions. 	<p>D</p> <p>E</p> <p>E</p> <p>D</p> <p>D</p> <p>E</p> <p>E</p>

7. Proven ability to communicate effectively, both verbally and in writing, including preparing and presenting complex reports to a variety of audiences. 8. Excellent and proven communication, influencing and negotiation and brokerage skills. 9. The ability to plan and organise tasks and activities and work to deadlines. 10. The ability to develop innovative solutions to problems and issues. 11. The ability to deal with challenging situations. 12. Excellent networking/collaboration skills 13. Effective Presentation Skills	E E E E E
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Personal Attributes

1. Persuasive and effective communication (including presentations), with a wide range of people. 2. Determination to achieve challenging targets. 3. Demonstrates commitment to own personal development and learning. 4. Ability to prioritise work and make decisions within your own level of authority and take responsibility for them.	E E E E
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Personal Circumstances

1. Current driving licence	E
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Position in the Organisation

Reports to:	Service Manager – Looked After Children’s Education, Youth and Well-being, Children and Families Service
Staff supervised:	2 Youth Engagement Adviser 1 Youth Worker (Homelessness prevention) Others as required

Working Arrangements and Conditions

Working Week:	Any 5 days out of 7 Monday – Sunday
Identified Work Base:	Anglesey
Contracted Hours:	37

Language Requirements

Welsh Language Skills (Please see the skills framework attached)

Listening (Tick One)	Level 0 <input type="checkbox"/>	Level 1 <input type="checkbox"/>	Level 2 <input type="checkbox"/>	Level 3 <input type="checkbox"/>	Level 4 <input type="checkbox"/>	Level 5 <input checked="" type="checkbox"/>
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Reading (Tick One)	Level 0 <input type="checkbox"/>	Level 1 <input type="checkbox"/>	Level 2 <input type="checkbox"/>	Level 3 <input type="checkbox"/>	Level 4 <input type="checkbox"/>	Level 5 <input checked="" type="checkbox"/>
Speaking (Tick One)	Level 0 <input type="checkbox"/>	Level 1 <input type="checkbox"/>	Level 2 <input type="checkbox"/>	Level 3 <input type="checkbox"/>	Level 4 <input type="checkbox"/>	Level 5 <input checked="" type="checkbox"/>
Writing (Tick One)	Level 0 <input type="checkbox"/>	Level 1 <input type="checkbox"/>	Level 2 <input type="checkbox"/>	Level 3 <input type="checkbox"/>	Level 4 <input type="checkbox"/>	Level 5 <input checked="" type="checkbox"/>

English Language Skills (Please see the skills framework attached)

Listening (Tick One)	Level 0 <input type="checkbox"/>	Level 1 <input type="checkbox"/>	Level 2 <input type="checkbox"/>	Level 3 <input type="checkbox"/>	Level 4 <input type="checkbox"/>	Level 5 <input checked="" type="checkbox"/>
Reading (Tick One)	Level 0 <input type="checkbox"/>	Level 1 <input type="checkbox"/>	Level 2 <input type="checkbox"/>	Level 3 <input type="checkbox"/>	Level 4 <input type="checkbox"/>	Level 5 <input checked="" type="checkbox"/>
Speaking (Tick One)	Level 0 <input type="checkbox"/>	Level 1 <input type="checkbox"/>	Level 2 <input type="checkbox"/>	Level 3 <input type="checkbox"/>	Level 4 <input type="checkbox"/>	Level 5 <input checked="" type="checkbox"/>
Writing (Tick One)	Level 0 <input type="checkbox"/>	Level 1 <input type="checkbox"/>	Level 2 <input type="checkbox"/>	Level 3 <input type="checkbox"/>	Level 4 <input type="checkbox"/>	Level 5 <input checked="" type="checkbox"/>

Flexibility

Your attention is drawn to the fact that in some cases particular duties and responsibilities are difficult to define and may vary from time to time without changing the general character of the duties and level of responsibilities entailed. In addition, it is a requirement of all employees that they accept elements of flexibility in duties and responsibilities and when necessary interchange within the organisation which will meet the changing needs and demands of the service. Such a requirement will enable the particular expertise of the post-holder to be developed and maximised to the mutual benefit of both employer and employee.

Date of preparation of this job description document: 27/4/23

Language Skills - Workplace Assessment Levels

(i) Listening

0	No skills
1	Able to understand basic enquiries in Welsh / English
2	Able to understand a basic social conversation in Welsh / English
3	Able to follow routine conversations involving work between fluent Welsh / English speakers
4	Able to follow the majority of conversations involving work including group discussions
5	Able to understand all conversations involving work

(ii) Reading

0	No skills
1	Able to read basic words and phrases, e.g., signs or short and simple notes
2	Able to read basic material involving work (slowly)
3	Able to read routine material with a dictionary
4	Able to read the majority of material in own area
5	Able to understand all material involving work

(iii) Speaking

0	No skills
1	Able to conduct a general conversation [greetings, names, saying, placenames]
2	Able to answer simple enquiries involving work
3	Able to converse with someone else, with some hesitancy, regarding routine work issues
4	Able to speak the language in the majority of situations using some Welsh / English words
5	Fluent – able to conduct a conversation and answer questions, for an extended period of time where necessary

(iv) Writing:

0	No skills
1	Able to write basic messages
2	Able to answer simple correspondence with assistance
3	Able to draft routine text, with editing assistance
4	Able to prepare the majority of written material related to the area, with some assistance in terms of revision
5	Skilled – able to complete written work without the need for revision