

**MOTIV8
JOB DESCRIPTION**

JOB TITLE:	Support Worker
RESPONSIBLE TO:	Senior Worker/Coordinator
RESPONSIBLE FOR:	Duties as detailed below
PURPOSE OF JOB:	To provide service provision which engages, motivates, challenges and supports young people

SERVICE DELIVERY

SPECIFIC DUTIES

1. To work with young people referred to MOTIV8, to engage and support with their personal development and access to developmental opportunities
2. To work cooperatively and in partnership with other agencies to develop a multi-disciplinary approach to the delivery of services to disaffected young people.
3. To build effective networking relationships with partner agencies such as Probation, Youth Offending Team (YOT), education services, including schools and LEA services, to support appropriate referrals of young people to MOTIV8.
4. To support the planning, delivery and development of group based activities.
5. To undertake one to one support and intervention with young people as required.
6. To develop personal plans and undertake reviews with young people engaged on the project
7. To be responsible for ensuring client monitoring information is provided for funders, partner agencies and Motiv8 and to produce reports as and when required.
8. To maximise the potential for effective networking between services in both statutory and voluntary sectors providing group based support and advice and guidance for young people at risk, to minimise duplication and promote coordination.

GENERAL DUTIES

1. To work within the policies and procedures of MOTIV8.
2. To contribute to the general administration of the office.
3. To take responsibility for the health and safety of yourself and others.
4. To undertake any other duties as reasonably required in line with the individuals capabilities

5. Undertake flexible working with occasional work outside contracted/core hours.
6. To comply with equal opportunities policy of MOTIV8 with reference to clients and staff.
7. To promote equal opportunities within MOTIV8.
8. To maintain confidentiality at all times with MOTIV8 Policies and Procedures.
9. To attend meetings and training as required.
10. To maintain monitoring and recording systems and to supply managers with relevant information.
11. To ensure the positive reflection and promotion of MOTIV8 to outside agencies.
12. To entertain professional standards and promote MOTIV8 services and relationships with external organisations and individuals.
13. To work towards building and developing MOTIV8's services.
14. To be responsible for personal and professional development.
15. To actively pursue routes available for the development and improvement of MOTIV8's standards and services.

MOTIV8

PERSON SPECIFICATION

JOB TITLE: Support Worker

RESPONSIBLE TO: Coordinator

	Essential/ Desirable
Experience	
Thorough understanding of issues affecting young people particularly around the impact of social and economic disadvantage on young people's motivation, confidence and progress	E
Experience of service planning, achieving targets, monitoring and analysing information, and report writing	D
Experience of networking, and the development of partnership working with providers and agencies	D
Experience of working with other agencies involved in supporting young people	D
Understanding of current education priorities and initiatives	D
Experience of working with challenging young people, using both one to one and group work interventions	E
Experience of needs assessment and case planning	D
Understanding of current education priorities and initiatives	E
Knowledge	
Understanding of legislation relating to young people (e.g. Crime and Disorder Act, the Childrens Act)	E
Understanding of equality issues in relation to young people	E
Knowledge of relevant service provisions for this client group in Portsmouth	D
Understanding of crime prevention issues	E
Skills and Abilities	
Ability to prioritise and organise own workload	E
Ability to think creatively and work collaboratively with other professions and agencies, both statutory and voluntary	D
Ability to communicate with young people and other professionals from a range of agencies.	E
A self starter with the ability to work on own initiative	E
Presentation and training skills	D
Good oral and written communication skills	E
IT skills, including Microsoft Word and Excel	D
Advisory, advocacy and negotiation skills	E
Flexible working hours to include occasional weekend or evening work	E