

Role Description

Role Title: Youth Social Action Apprentice	Pay Grade: £20,000
Normal Place of Work: City of Bristol College and Weston College	Line Manager: Cathy Bowstead
Normal Working Hours:37	Responsible For:-

ROLE PURPOSE

- Raise the awareness of Youth Social Action (YSA) within the two-partnership college cluster, City of Bristol College and Weston College.
- Increase high-quality social action opportunities for students across the two-partnership college cluster, City of Bristol College and Weston College.
- Raise the positive profile of the partner college, Weston College, through social in the local community.
- Use students voice and actions in a meaningful way to bring a practical and positive difference to others and the environment.
- Develop students' character, confidence and skills through social action that can support future employment.
- Establish sustainable models for embedding social action within colleges.
- Engage the local community and contribute to its improvement.
- Developing lasting partnerships with local organisations

PRINCIPAL ACCOUNTABILITIES

- Commit to completing an 18-month Apprenticeship (Level 3 Youth Support Worker) plus a 3-month End Point assessment.
- Raise the awareness of the benefits of YSA and embed it into the college culture.
- Coordinate and manage YSA activities within the two-college cluster partnership, City of Bristol College and Weston College. These activities will be student-led and in collaboration with local and national community organisations and charities to ensure wide participation, impact and sustainability of activities.
- Empower students to take action and address local issues, as well as creating opportunities to undertake meaningful work experience around social action.
- Consult with students to understand their motivations to enable you to engage and retain students volunteering in YSA activities.
- Provide opportunities that are inclusive and cater to the needs of disabled students.
- Share best practice and, where applicable, resources across the two colleges you work in and further with the national network of Youth Social Action Apprentices.
- Actively participate in a national network of Youth Social Action Apprentices and positively engage and contribute to learning and development opportunities.
- Link to other National Youth Social Action Programmes.
- Engage with local community groups and charities to understand the need and challenges in the area and to identify ways in which students could provide support.
- Engage with local employers for support and future sustainability.
- Complete administrative duties to support the efficient running of projects and robust monitoring and evaluation to ensure impact is understood and insight is captured
- Complete continued professional development and goal setting, as well as commit to activities that will develop (personal and professional) skills/behaviours/knowledge to enhance employability prospects.
- Seek out opportunities to act as a spokesperson for YSA and consistently behave as a positive role model representing your college, AoC, Pears Foundation and the #iWill campaign.
- Undertake and other YSA duties as may be reasonably required

Key Relationships

All posts within the College require a high degree of team working. In particular, the postholder will need to develop and maintain key relationships, including:

Head of Student Engagement	
Student Engagement Lead	
Study Coaches	
Students	

Generic Responsibilities

- To represent and promote the College brand values internally and externally; acting as an ambassador for business development on behalf of the College
- Promote the College's student first ethos, ensuring that the student experience is uppermost in policy and decision making
- To actively promote and act, at all times, in accordance with College policies, including, but not limited to: Health and Safety, Equal Opportunities, Prevent and Safeguarding, the Staff Code of Conduct and the College's Financial Regulations
- To actively promote and adhere to agreed College values
- To engage in implementing changes, promoting innovation
- To participate in the College Annual Appraisal Process, contributing to a culture of self-reflection on practice and continuous professional development
- To facilitate the achievement of the College's quality objectives including those from external bodies
- To undertake other reasonable duties commensurate with the level of post

Values

To role model the College values of: inclusivity, honesty, respect and ambition

Behaviours

To role model and consistently exhibit: student focus; high expectations and aspirations for all; focused on progression and employment; pride in what we do and our place in the city; collaborative and continually improving.

Person Specification

	Essential	Desirable	How assessed*
QUALIFICATIONS			
Degree or relevant professional experience		✓	AF/Cert
Level 2 English and Maths (by End Point Assessment)		✓	AF/Cert
KNOWLEDGE AND EXPERIENCE (UP TO DATE/ CURRENT)			
Applied experience through volunteering	✓		AF/IV
Experience of mentoring	✓		AF/IV

Knowledge of equality and diversity relating to volunteering provision	✓		AF/IV
SKILLS AND ABILITIES			
Passionate about creating opportunities in YSA	✓		AF/IV
Passionate about developing young people			AF/IV
Motivated to learn and committed to own personal and professional development	✓		AF/IV
Energy, commitment and enthusiasm to work evenings and weekends	✓		AF/IV
Effective and innovative user of social media	✓		AF/IV
Work in an anti-oppressive, anti-discriminatory manner.	✓		AF/IV
Promote acceptance and understanding of others	✓		AF/IV
Support positive engagement in activities	✓		AF/IV
Uphold principles and values of youth work practice	✓		AF/IV
Celebrate success and the journey of young people individually and collectively	✓		AF/IV
Respect young people's rights to make their own decision about involvement with youth work	✓		AF/IV
Promote the values of justice, fairness and equality.	✓		AF/IV
Take a positive interest in young people's concerns, ideas and interests.	✓		AF/IV
Promote the development of political and social education for and with young people	✓		AF/IV
Compliance with relevant policies and procedures	✓		AF/IV

***Assessment method:**

AF = Assessed via application form

AT = Assessed via test/work-related task

IV

Cert

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Assessed via interview

Certificate checked at interview

Signed

Date